

[organization name]

Appendix 3 – List of Types of Records

No.	Code	Name of record	Version	Date
1.	<i>E.g. 00_1</i>		<i>E.g. v 0.1</i>	
2.	<i>E.g. 04_1</i>		<i>E.g. v 0.3</i>	
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Commented [13A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [13A2]: If you want to find out more about document control, see:

Some Tips to make Document Control more useful for your QMS
<https://advisera.com/9001academy/blog/2014/05/20/tips-make-document-control-useful-qms/>

Commented [13A3]:

Commented [13A4]: These are just examples; please adapt the

[job title]

[name]

[signature]

Commented [13A5]: Only necessary if document is in paper form.