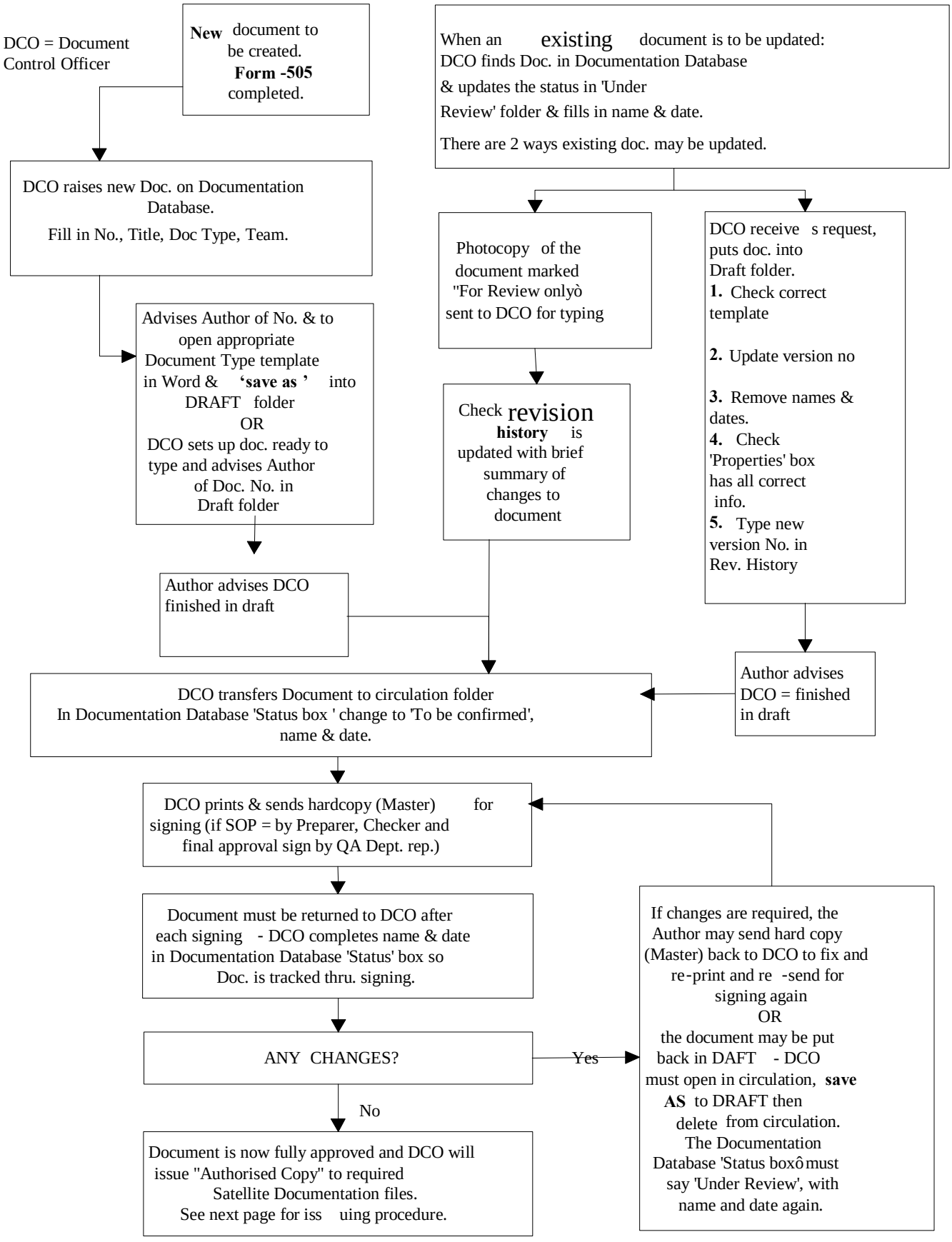
9. Appendix 1 – DCO – Instruction for Updating or Creating Electronic Quality Documents



10. Appendix 2 - Required Data for Document Initiation in Database Record

10.1 SOP, Form, Policy, Position Papers, Standards, GMP agreements

Document Title
Document Type (See SOP **QMS-010** for Prefix ID)
Document Owner
Distribution
Related Documents
Location

10.2 Training Report

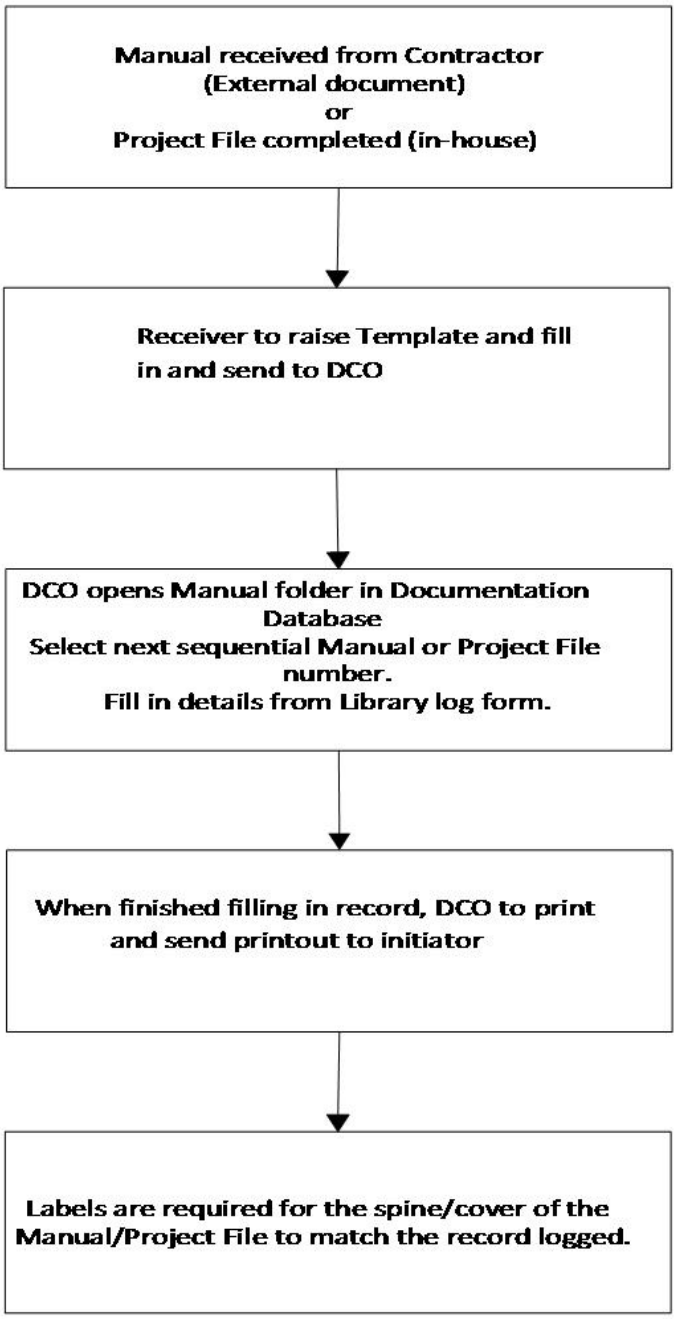
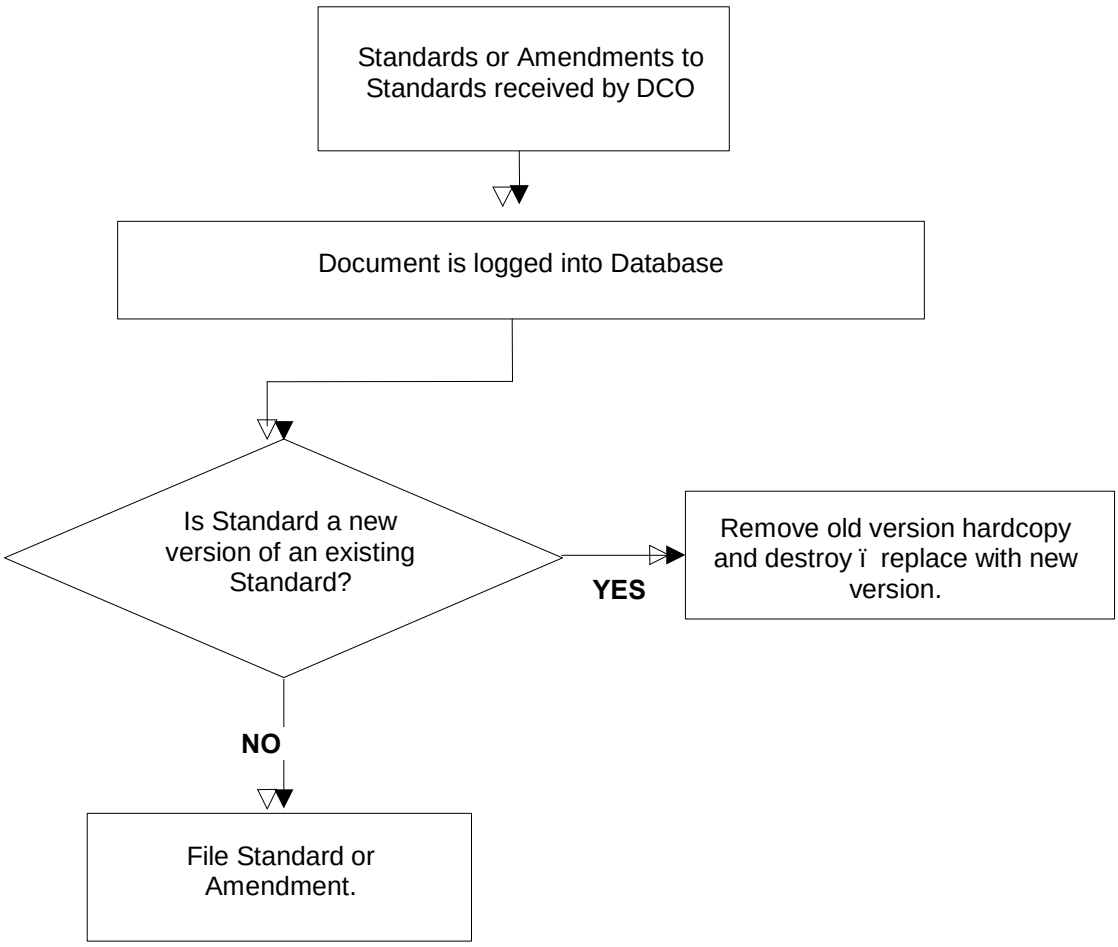
Document Title
Document Type
Document Owner
Distribution
Skills Level
Related Documents
Location

10.3 Manuals

Template
Document Title
Document Type
Owner
Distribution
Site
Service
Person who will conduct Verification
Person who will conduct Confirmation
Contractor
Contractor Project Number (if applicable)

Document Initiation Procedure for Manuals:

Operations & Maintenance Manuals (MO), Procedural Manuals (PR) & Project Files (PF)



11. Appendix 3 - Process Control Regulatory Standards