Document Control Audit

Checklist & Controlled Document Spot-Check

Walk the register, then walk the floor. Prove that the revision people actually work from is the approved one.

Skip the paper.
Try this checklist on your **phone, tablet or PC** in flowdit. Snap a photo at each item, and the report writes itself.
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Site / Area		Audit date	
Process / Department		Auditor	
Standard / Clause		Document owner	
System (paper / digital)		Sheet ___ of ___	

Identification and approval	Pass	Fail	N/A	Notes
Every controlled document carries a unique number and title				
Revision number and issue date are shown on the document				
Author, reviewer and approver are named				
Approval is recorded before the document goes into use				
Document type, owner and language are set in the register				

Version and change control	Pass	Fail	N/A	Notes
The register shows the current revision for every document				
Reason for change is recorded with each new revision				
Superseded revisions are pulled out of circulation				
Obsolete copies kept for reference are marked obsolete				
Review dates are set, and overdue reviews are visible				

Distribution and point of use	Pass	Fail	N/A	Notes
The current revision is available where the work happens				
Access rights match the role that needs the document				
No uncontrolled printouts or local file copies in use				
External documents (standards, drawings, supplier specs) are tracked				
Users can say how they find the current version				

Records and retention	Pass	Fail	N/A	Notes
Completed records stay legible, dated and traceable				
Retention time is defined per record type				
Records are protected against loss and unauthorised change				
Archiving or disposal follows the retention rule				
Audit trail shows who changed what, and when				

Controlled document spot-check

Pick documents at the workstation, not from the register. Compare what is in use against the approved revision.

#	Document / title	Doc no.	Rev. in use	Approved rev.	Match?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Acceptance decision

Rule: a document in use at the workstation that does not match the approved revision counts as a major finding. Close it before you sign off.

Major findings: ______ Minor findings: ______ Observations: ______

Outcome: [ ] Conforming [ ] Conforming with actions [ ] Not conforming

Auditor

Name / Signature / Date

Document owner

Name / Signature / Date