

# DOCUMENT CONTROL FORM

## TYPE OF CHANGE – check one: (Note: For additional information, see PMS-P001 and/or PMS-W001)

Revision to existing document – **Complete Section 1 only.**

Addition of a new document – **Complete Section 2 only.**

Deletion of an existing document from the system – **Complete Section 3 only.**

## SECTION 1: Complete for revising a current document.

Document #:

Rev.

Date of document:

Document Title:

Hard copy of revision requested is attached.

Revision obtained electronically and is attached.

Revisions requested are recorded below.

Approval for **Revision**: (either per the document's stated approval authority or the document control procedure. PMS-P001):

Title:

Signature:

Date:

Title:

Signature:

Date:

Title:

Signature:

Date:

## SECTION 2: Complete for adding a new document.

Type:

Policy

Procedure

Work Instruction

Form

Other:

Document Title:

Copy of new document is attached.

Copy of new document can be obtained in the following way (disk, e-mail, etc.):

Approval for **Addition**: (either per the document's stated approval authority or the document control procedure. PMS-P001):

Title:

Signature:

Date:

Title:

Signature:

Date:

Title:

Signature:

Date:

## SECTION 3: Complete for deleting a document.

Document #:

Rev.

Date of document:

Document Title:

Briefly explain reason for deletion:

Approval for **Deletion**: (either per the document's stated approval authority or the document control procedure. PMS-P001):

Title:

Signature:

Date:

Title:

Signature:

Date:

Title:

Signature:

Date:

## FOR PROCESS MANAGEMENT TEAM USE ONLY:

Document #:

Date:

Rev:

Department:

Added

Revised

Deleted

Request Completed

New Document Posted to the Internet

Master List Updated

Requestor Notified of Completion

Request Reviewed & Filed by: \_\_\_\_\_ Date: \_\_\_\_\_

Process Management Representative