

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 obtain 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: _____

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