EXAMPLE – Procedure MS-1 - Control of Documents

1   People and Purpose

This procedure applies to managers. It specifies how to control the documents of the Integrated Management System (IMS). This procedure satisfies requirements specified in Section 7.5.3 of ISO 9001, ISO 27001 and ISO 22301.

2   Documents

2-1   Authorisation and Distribution

The following table shows the people that authorise documents and components of the IMS. Each time a document changes, the IMS Manager sends an email to all appropriate recipients, which either stipulates its location or with the document attached. It is the responsibility of every worker to use the current issue of each document. All IMS documents [that are not classified as Confidential (see Procedure IS-1)] are in a directory named IMS on a server, which all staff can access.

Document or Component (in IMS Manual)	Authorise	Notify
Organisation Chart	Chief Operating Officer (COO)	All workers
IMS Manual (containing the following components)		All workers
Context and Interested Parties Quality Policy Information Security Policy Business Continuity Policy Anti-Corruption Policy	IMS Review Meeting	
Subsidiary information security policies Acceptable ICT Use and Information Security Agreement	Chief Technical Officer (CTO)	
Information Asset Register Risks (and Opportunities) Assessment Methodology Business Impact Analysis Methodology Information Security (Training) Guides Management System (MS) Procedures	IMS Manager	
Business Management (BM) Procedures Information Security (IS) Procedures Business Continuity (BC) Procedures	COO and CTO	
Anti-Corruption (AC) Procedures	Chief Ethics and Compliance Officer (CECO)	
Job Function (JF) Procedures and Job Descriptions	Line Managers	
Work Instructions	Line Managers	Applicable workers
Information Security Risk Assessment Business Impact Analysis Internal Statement of Applicability	IMS Review Meeting	Managers
External Statement of Applicability	IMS Manager	Third Parties

2-2 Identification

Documents with two or more pages show the following information on all pages, on the title page (if the document has one), and in the header and footer of subsequent pages. Documents with only one page, such as the Organisation Chart, do not have page counts.

Name (including number or letter if applicable) and/or title of the document
Date of issue;
Page count in the form *Page X of Y*.

2-3 Work Instructions

Work Instructions supplement Job Function Procedures. Most Work Instructions supplement one specific Job Function Procedure but a Work Instruction can supplement more than one.

After a manager creates or changes a Work Instruction, the manager emails it to the IMS Manager.

3 Forms and Other Documents

The IMS has more documents, in addition to those listed in Section 2-1.

Many of these additional documents are forms, which are blank documents that are used to record information, and which then become records of the IMS.

(1) All forms are electronic documents, such as Word or Excel documents, or Outlook forms.

(2) Each document has a header and/or footer that contains the name of the document and the date of issue.

(3) The IMS Manager maintains a list of (these additional) documents.

(4) A manager can create a new document or change an existing document, which applies to an activity for which the manager is responsible.

(5) When a manager creates a new document or changes an existing document, the manager emails the document to the IMS Manager.

The IMS Manager retains a copy of the document.

If the document is new, the IMS Manager adds the name of the document to the list of documents.

The IMS Manager records the date of issue of the document in the list of documents.

4 Retention of Superseded Issues

The IMS Manager stores IMS documents in a structure of directories, each with sub-directories named **Current** (for the current issues of documents) and **Previous** (for superseded issues).

The IMS Manager retains a superseded issue of a document for at least three years.

5 Standards and Protocols

The IMS Manager periodically checks that we possess the current versions of applicable standards.