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<b>DOCUMENT CONTROL</b>	
<b>Superseded document:</b>	
<b>Effective date (mm/dd/yyyy):</b>	

<b>DOCUMENT APPROVAL</b>			
	<b>Name and Title</b>	<b>Signature</b>	<b>Date (mm/dd/yyyy)</b>
<b>Author</b>			
<b>Reviewer</b>			
<b>Approver</b>			

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Records are identifiable, traceable, legible, retrievable, retained as appropriate and safely stored.

All records are safely stored at the Documentation Department.

Records are listed in the Master Document List.

### **5.4.13 CONTROL OF CHANGES TO RECORDS**

Changes made to record entries shall not obscure previously recorded information.

Simply cross out the wrong entry so that it is apparent what the error was.

Handwritten changes to record entries are clearly marked, initialed and dated by personnel authorized to make changes to the records.

### **5.4.14 CONTROL OF EXTERNAL DOCUMENTS**

Documents from external sources are controlled using the Master Document List.

## **6 REFERENCES**

## **7 FORMS**

<b>Form ID number</b>	<b>Revision #</b>	<b>Title</b>
FO-OMS-001001	0	Controlled Document Distribution List
FO-OMS-001002	0	Document Change Request
FO-OMS-001003	0	Master Document List
FO-OMS-001004	0	Obsolete Document List