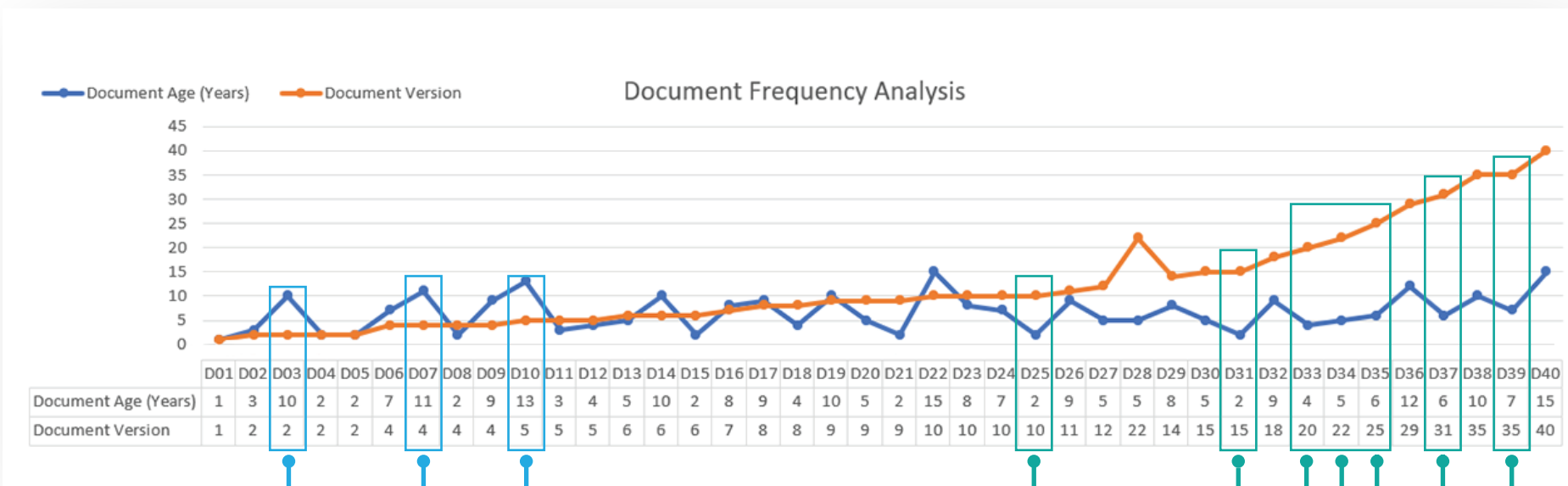


DOCUMENT MANAGEMENT BEST PRACTICE

Trend Spotting: Analyzing Your Document History

Utilizing the digital data in your EQMS enables you to explore new process relationships. Comparing the frequency of document age/revision by elapsed time can provide insights into the effectiveness of your document management process and any potential impacts on quality management processes.

An effective document management system automates review cycles to keep documentation current and aligned with respective processes.



Trend: Old documents with limited revisions.

Action: Investigate the lack of revision history to find out why the process appears to be unchanged in many years. Determine if the document is obsolete and should be retired, or whether it needs an assessment (recommended at least once every 3 years).

Trend: Relatively new documents show excessive changes/revisions.

Action: Investigate the reason for the frequent revisions to determine if a process is not controlled; assess potential impacts on product quality and efficiency, training effectiveness, and introduction of new risks.