

DOCUMENT REVIEW PROCESS

Name of Document:

Date: / / Reviewed By: Position:

Reasons for Review	Yes / No / N/A
Is this because there have been changes to legislation, codes of practice, standards, manufacturers' recommendations, or industry best practice?	
Is this an annual system review requirement?	
Is this because of a non-conformance with products or services?	
Is this because of a major customer complaint?	
Is this because of a change or alteration of the machine or process?	
Is this because of the introduction of a new or similar machine or process?	
Is this because of a near miss, accident, or notifiable event as part of the corrective action process?	
Is this because of the development of a new document to amend its content?	
Is this because of the result of the findings of an audit report?	
All document changes, completed, approved, recorded, and notified.	

The document change process

1. The date of the change is to be written on the footer of the document and signed off by the document controller.
2. A copy of the old, amended document is to have stamped or marked "**Amended**" across it, and filed for 7 years.
3. All copies of the superseded document are to be removed and destroyed, and where required, replaced with the latest version copy.
4. The reviews will be recorded in the HASMATE document management module.
5. Where changes to systems, processes, or machinery have taken place because of the review, all staff affected by the changes/amendments are to be informed, trained, and the training is to be recorded on their training record.