Term	Definition
	or removed; retained where required for audit or legal purposes (§1.6.5).
Document hierarchy	The five-level structure used in this QMS: Level 1 Policy; Level 2 Manual; Level 3 Procedures; Level 4 Work Instructions; Level 5 Records and Forms (§1.4.5).
Document protection	The mechanisms used to safeguard documented information from unauthorized modification, deletion, loss, or disclosure — access controls, version locking, backup, encryption where applicable; addressed in §1.5.8 and §1.6.2.

1.1.4 ISO 9001:2026 Clause Coverage

This procedure is the principal mechanism for satisfying ISO 9001:2026 Clause 7.5 (Documented Information), and addresses the climate-related documented-information considerations required by ISO 9001:2026 Clause 4.1. It draws inputs from upstream context, stakeholder, risk, and change procedures, and feeds outputs to downstream operational, monitoring, and review procedures.

Clause	Title	Coverage
4.4.2 (a, b)	QMS processes — maintaining and retaining documented information	1.4/1.5/1.6 (full process); F0750-01 is the master register of QMS-process documented information
7.5.1 (a, b)	Documented information — general; required by the standard and by the organization	1.4 (full); 1.6.6 list of required documented information per Clause 7.5
7.5.2 (a)	Creating and updating — identification and description (title, date, author, reference number)	1.4.6.1 Document Numbering; 1.4.6.2 Document Titles; F0750-01 Cols A, B
7.5.2 (b)	Creating and updating — format (language, software version, graphics) and media (paper, electronic)	1.4.4 Document Formatting; 1.4.6.3 Filename Convention; F0750-01 Col D
7.5.2 (c)	Creating and updating — review and approval for suitability and adequacy	1.5.3 Reviewing Documents; 1.5.4 Approving Documents
7.5.3.1 (a)	Control of documented information — available and suitable for use, where and when needed	1.4.2 Document Management System; 1.4.3 Master Document List (F0750-01 Col I Storage Location)
7.5.3.1 (b)	Control of documented information — adequately protected (loss of confidentiality, improper use, loss of integrity)	1.5.8 Document Protection; 1.6.2 Protection, Storage, and Retrieval
7.5.3.2 (a)	Distribution, access, retrieval, and use	1.4.2 Document Management System; 1.5.5 Issuing Documents
7.5.3.2 (b)	Storage and preservation, including preservation of legibility	1.6.2 Protection, Storage, and Retrieval
7.5.3.2 (c)	Control of changes (e.g., version control)	1.5.6 Revising Documents; 1.5.9.1 Document Change Requests; 1.5.9.2 Emergency Document Changes; F0750-01 Cols C, D
7.5.3.2 (d)	Retention and disposition	1.6.3 Retention Period for Records; 1.6.4 Disposal of Records; F0750-01 Col O
7.5.3.2 (requirement)	Control of documented information of external origin	1.4.8 External Documents; F0750-01 Document Type 'External'
7.5	Climate-related documented information where determined relevant	1.4/1.5/1.6; climate-related documents tagged on F0750-01 where the organization has determined climate to be relevant
8.5.6	Control of changes — documented information arising from changes	Cross-procedure with P0630-01; change-related documents (RFCs, approvals, validation evidence) controlled under this procedure

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ISO 9001:2026 Edition	Description
8.5.6	Results of the review of changes for production or service provision, the persons authorizing the change, and necessary actions taken
8.6	Records of authorized release of products for delivery to the customer including acceptance criteria and traceability to the authorizing person(s)
8.7	Records of non-conformities, actions taken, concessions and the identity of the authority deciding the action in respect of the nonconformity
9.1.1	Results of the evaluation of the performance and the effectiveness of the QMS
9.2.2	Evidence of the implementation of the audit programme and the audit results
9.3.3	Evidence of the results of management reviews
10.2.2	Evidence of the nature of the nonconformities and any subsequent actions taken
10.2.2	Results of any corrective actions

1.7 Monitoring & Review

Documented information: process performance is monitored through the KPIs below. KPIs are reported at the cadence shown, owned by the Quality Manager unless otherwise stated, and reviewed at the Management Review (P0930-01). Sustained underperformance against any KPI over two consecutive review periods triggers a corrective action under P1020-01 with an improvement plan agreed by Top Management.

Key Performance Indicator	Target	Owner	Cadence	Source
Master Document Log completeness (% of in-scope documents with all mandatory F0750-01 columns populated)	100% of mandatory columns (A–M and O); Review Status, Retention Basis, Confidentiality and Notes populated as applicable	Document Controller	Monthly	F0750-01
Document review currency (% of in-scope documents reviewed within Next Review Due date)	≥ 95%	Quality Manager	Monthly	F0750-01 Cols K, M
Overdue document reviews (count of documents past Next Review Due without status update)	0; resolve within 30 working days	Quality Manager	Monthly	F0750-01 Col M
Critical-document review currency (Level 1 Policies and Level 2 Manual reviewed annually as a minimum)	100% in date	Quality Manager	Monthly	F0750-01/ Document Hierarchy
Version-control accuracy (sample audit of documents in use vs F0750-01 Version)	≥ 99%	Internal Audit	Quarterly	F0750-01/ sample audit
Document Change Requests — cycle time (raised → approved → issued)	≤ 15 working days median for Standard requests	Document Controller	Quarterly	F0750-04
Document Change Requests — backlog (open requests ≥ 30 days old)	Trended down; investigate sustained backlog	Document Controller	Monthly	F0750-04
Retention-period compliance — records retained past their period without disposal authority	0	Document Controller	Quarterly	F0750-01 Col O
Disposal evidence — destruction certificates retained for personal-data and confidential records	100% where required	Document Controller/DPO	Per disposal	Disposal records

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