

Document Control System

Diagnostics, Labs & Imaging

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Sets up a document-control system — document types, numbering, approval, versioning, distribution, retention and obsolete-document handling. Use it to manage your QMS documents. For the SOP set use the Standard SOP Library Builder.

Purpose of this tool & output

Control SOPs, records and versions

How the output is used

Use it to control SOPs, records and versions — a document-control system so only current, approved documents are in use.

Important cautions

Only current, approved documents should be in use, with old versions withdrawn and a clear change history. Records and reports must be retained for the required period and, if digital, backed up and kept confidential. Align retention and control to NABL and applicable law.

Companion documents

- NABL Quality Manual Builder
- Internal Quality Control (IQC) Plan
- External Quality Assurance (EQAS/PT) Plan
- Standard SOP Library Builder
- NABL Assessment Readiness Audit
- Non-conformity & CAPA Log

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.