Documented information

Definition

Documented information is information required to be controlled and maintained by an organization including the medium on which it is contained.

Relations

Documented information is subtype of information.
Documented information is an element of a data quality management system.

Examples

- A document describing the data quality policy.
- A file with data issues.
- Proof of competence of staff.

Reference

ISO 9000 (2015). Quality management systems – Fundamentals and vocabulary.

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