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 part of a data quality management system.

Life cycle

- Compile documented information
- Approve documented information
- Update documented information
- Publish/distribute documented information
- Evaluate documented information
- Archive documented information
- Delete/destroy documented information

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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