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
- Review 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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