Document Control Register



Resource ID: OF-XLS-007 v1.0

This workbook belongs to:

Harbour Trading Ltd

Purpose

- A single controlled list of every document your organisation maintains — policies, procedures, forms, plans and more.
- Each document gets one row: a unique ID, version, owner, review dates and status, so you always know which version is current
- Designed with ISO 9001 / ISO 10013 document-control principles in mind (unique identification, version control, scheduled revi

How to use

- Read the Setup sheet first. Edit the document types, statuses and departments lists there to match your organisation — every drop
the Register points at those lists.
- On the Register sheet, enter one row per document. Grey cells are calculated — never type into them.
- Rows 2–13 contain ILLUSTRATIVE sample data (fictional). Overwrite or delete them and add your own documents.
- Doc IDs must be unique: a duplicate ID is flagged in red in the “ID check” column.
- The “Review flag” column shows REVIEW DUE (in red) when a document’s review date has passed and its status is not Archiv
- The Summary sheet counts documents by status and type and totals overdue reviews — it updates automatically.
- File location is plain text (a path or description), not a live hyperlink, so the register stays portable.

Assumptions

- One row = one document version line; version history beyond the current version is not tracked here.
- Review dates are entered manually; the workbook does not set them.
- The TODAY() function drives the review-due flag — flags are recalculated whenever the workbook is opened or recalculated, so
document can become “REVIEW DUE” simply by the passage of time.

Limitations — what this workbook is NOT

- Not a document management system: it does not store files, control access, or keep an audit trail of who changed what.
- Not legal or certification evidence on its own; it supports — but does not prove — a document-control process.
- No claim of ISO compliance is made; see Purpose for the exact wording used.

Document types

Policy
Procedure
Work instruction
Form
Register / log
Report
Plan
Manual

Statuses

Draft
In review
Approved
Obsolete
Archived

Departments

Operations
Human resources
Finance
IT
Marketing
Sales
Legal
Procurement

Lists above drive every dropdown on the Register. Add rows inside a list, then extend the matching

Doc ID	ID check	Title	Type	Version	Owner	Department	Issue date	Review date	Status	Review flag	File location
DOC-2026-001		Quality policy	Policy	2.0	A. Rahman	Operations	2026-01-15	2027-01-15	Approved		\\server\docs\quality-policy-v2.pdf
DOC-2026-002		Purchase order procedure	Procedure	1.3	S. Iqbal	Procurement	2026-02-03	2026-08-03	Approved	REVIEW DUE	\\server\docs\po-procedure-v1-3.pdf
DOC-2026-003		New starter checklist	Form	1.0	M. Khan	Human resources	2026-03-10	2026-09-10	In review	REVIEW DUE	\\server\docs\starter-checklist.xlsx
DOC-2026-004	DUPLICATE	Monthly sales report template	Report	1.1	T. Ahmed	Sales	2026-04-01	2026-10-01	Approved	REVIEW DUE	\\server\docs\sales-report-template.xlsx
DOC-2026-004	DUPLICATE	Monthly sales report template (duplicate ID dem	Report	1.1	T. Ahmed	Sales	2026-04-01	2026-10-01	Draft	REVIEW DUE	\\server\docs\sales-report-template.xlsx
DOC-2026-006		IT acceptable use policy	Policy	3.0	N. Ali	IT	2025-06-20	2026-06-20	Approved	REVIEW DUE	\\server\docs\it-acceptable-use-v3.pdf
DOC-2026-007		Old travel expense form	Form	0.9	S. Iqbal	Finance	2024-11-05	2025-05-05	Archived		\\server\docs\archive\travel-form-old.xlsx
DOC-2026-008		Customer complaint log	Register / log	1.0	F. Hassan	Operations	2026-05-12		Approved		\\server\docs\complaint-log.xlsx
DOC-2026-009		Fire evacuation plan	Plan	1.2	A. Rahman	Operations	2026-02-28	2026-08-28	Obsolete	REVIEW DUE	\\server\docs\fire-plan-v1-2.pdf
DOC-2026-010		Supplier evaluation work instruction	Work instruction	1.0	S. Iqbal	Procurement	2026-07-01	2027-07-01	In review		\\server\docs\supplier-eval-wi.pdf
DOC-2026-011		Staff handbook	Manual	4.0	M. Khan	Human resources	2026-01-05	2027-01-05	Approved		\\server\docs\staff-handbook-v4.pdf
DOC-2026-012		Data backup procedure	Procedure	1.0	N. Ali	IT	2026-09-20	2027-09-20	Draft		\\server\docs\backup-procedure.pdf

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Document Control Register — Summary

Resource ID: OF-XLS-007 v1.0 **Harbour Trading Ltd**

Documents by status	Count
Draft	2
In review	2
Approved	6
Obsolete	1
Archived	1

Documents by type	Count
Policy	2
Procedure	2
Work instruction	1
Form	2
Register / log	1
Report	2
Plan	1
Manual	1

Review tracking

Reviews overdue (not Archived)	6
Total register entries	12
Duplicate IDs flagged	2