ChecklistGuro

Pharmaceutical Document Control Checklist

Document Creation & Approval

Ensuring proper authorization and version control during document creation.

Document Title

Write something...

Document Purpose/Scope

Write something...

Document Type (SOP, Form, Report, etc.)

- [ ] SOP
- [ ] Form
- [ ] Report
- [ ] Record
- [ ] Other

Document Classification (Confidential, Public, etc.)

- [ ] Public
- [ ] Confidential
- [ ] Restricted

Date of Creation

Enter date...

Document Version Number

Enter a number...

Author Signature

Reviewer Signature

Document Review & Revision

Verification of accuracy and completeness by designated personnel.

Review Date

Enter date...

Reviewer Role

- [ ] Subject Matter Expert
- [ ] Quality Assurance
- [ ] Regulatory Affairs

Review Comments/Observations

Write something...

Revision Number (if applicable)

Enter a number...

Review Result

- [ ] Approved
- [ ] Requires Revision
- [ ] Rejected

Reviewer Signature

Approval Date (if approved)

Enter date...

Document Distribution & Access

Controlled distribution and limited access to approved documents.

Distribution Method

- [ ] Electronic (Controlled)
- [ ] Printed (Controlled)

Recipients (Document Distribution List)

- [ ] QA Department
- [ ] Manufacturing Team
- [ ] Validation Team
- [ ] Regulatory Affairs

Distribution Notes/Comments

Write something...

Date of Distribution

Enter date...

Distribution Acknowledgement

Document Storage & Retention

Secure and compliant storage of all documents for the required retention period.

Total Number of Documents Stored

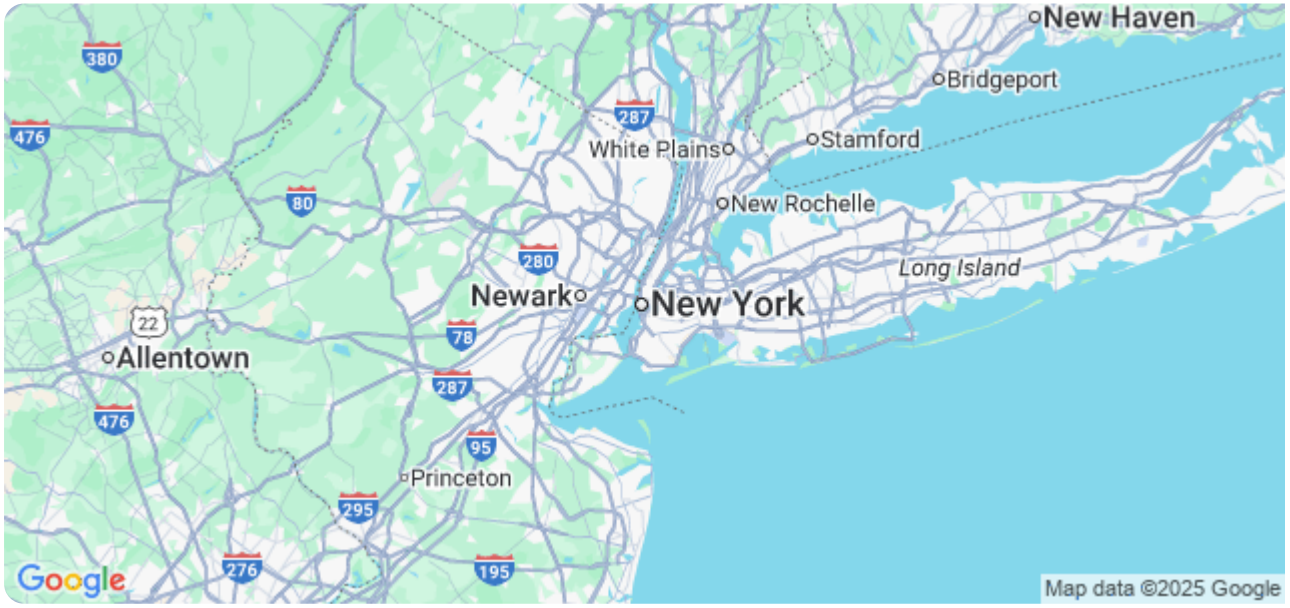
Enter a number...

Last Storage System Review Date

Enter date...

Physical Storage Location (if applicable)

Set My Current Location



Description of Storage Conditions (e.g., temperature, humidity)

Write something...

Retention Period (Years)

Enter a number...

Document Destruction Start Date (if applicable)

Enter date...

Storage Media Type (Electronic/Physical)

- [ ] Electronic
- [ ] Physical

Document Retrieval & Availability

Ensuring readily available access to necessary documents when required.

Date of Last Document Retrieval

Enter date...

Document Retrieval Purpose/Reason

Write something...

Retrieval Method (e.g., Electronic, Paper)

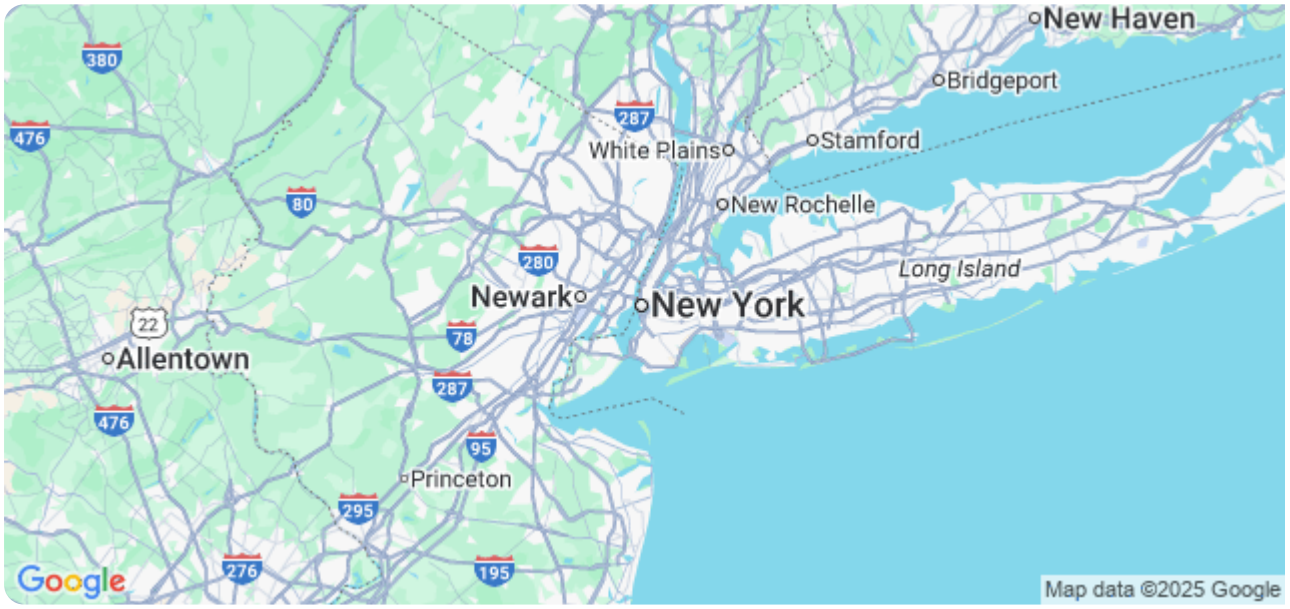
- [ ] Electronic
- [ ] Paper

Number of Documents Retrieved

Enter a number...

Location of Document Retrieval (e.g., Server, Archive)

Set My Current Location



Time of Retrieval

Obsolete Document Control

Proper identification and removal of obsolete documents from circulation.

Date of Document Identification as Obsolete

Enter date...

Reason for Document Obsolescence

- [ ] Superseded by newer version
- [ ] Process Change
- [ ] Regulatory Change
- [ ] Other

Description of the reason for obsolescence

Write something...

Upload Document for Review (Optional)

Upload File

Document Status Post-Obsolescence

- [ ] Archived
- [ ] Removed from Active Distribution
- [ ] Scheduled for Destruction

Reviewer Signature

Document ID

Write something...

Change Management (Documents)

Tracking and documenting all changes made to controlled documents.

Change Request Date

Enter date...

Reason for Change

Write something...

Detailed Description of Change

Write something...

Affected Document(s)

- [ ] SOP
- [ ] Manufacturing Record
- [ ] Validation Protocol
- [ ] Other (Specify)

Document Revision Number (Before Change)

Enter a number...

Document Revision Number (After Change)

Enter a number...

Supporting Documentation

Upload File

Preparer Signature

Reviewer Signature

Document Master Record (DMR) Review

Verification and approval of DMRs for manufacturing processes.

DMR Review Date

Enter date...

DMR Version Number

Enter a number...

Review Status

- [ ] Approved
- [ ] Rejected
- [ ] Requires Revision

Review Comments/Observations

Write something...

Reviewer Signature

Deviation Identified?

- [ ] Yes
- [ ] No

Supporting Documentation (if applicable)

Upload File