FMS Audit – Attributes of Documented Information

1. Unique reference number.
2. Name of document.
3. Category (e.g. HR, procurement, helpdesk and legal).
4. Type (e.g. personnel records, orders, support tickets and contracts).
5. Medium (e.g. hard copy, soft copy or both).
6. Primary location (i.e. physical address or virtual address).
7. Description.
8. Status (e.g. draft, live/published, archived or withdrawn)
9. Legal owner.
10. Access rights (e.g. public, restricted to internal use or commercial in confidence).
11. Authority for permission to access.
12. Authorship.
13. Place of publication if a third-party published work.
14. ISBN or ISSN for published works.
15. Issue number and date.
16. Revision number and date.
17. Validation details and date.
18. Review details and date.
19. Cross-referenced or associated documents.
20. Comments and remarks.
21. Date record created.