

Business Objective: All HR documents (i.e. forms, processes, policies, procedures etc.) are version controlled by QMS Administrators and available to HR staff on the HR server. This document control provides a means of managing the development, approval, issue, change, distribution, maintenance, use, storage, security, and disposal of documents.

**QMS02.15: Document Control Map**

**Process Owner: HR Director**

**Date: 1<sup>st</sup> June 2020**

