

EMS Document and Record Control Review Checklist

General Information

Document/Record Title		Date of Review	
Department/Section		Reviewer	

Checklist

Criteria	Yes	No	Comments
Is the document/record identified (title, number, issue date, etc.)?			
Is the current version available at point of use?			
Are obsolete documents removed from use?			
Is there evidence of periodic review and update if necessary?			
Are documents legible and readily identifiable?			
Are records protected, retrievable, and stored appropriately?			
Are retention times established and followed?			
Other observations			

Actions Required / Recommendations

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Reviewed by:

Date:

Approved by:

Date: