


# Document

# Management Program



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**PROGRAM**

**Document Management Program**  
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Any revision in this document should undergo the same review process and must be approved by the Systems and Certification Manager.

Division Department

STANDARD OPERATING PROCEDURE

Personal Protective / Hygiene Equipment Safety Permit Required ENVIRONMENTAL ASPECTS

1. OBJECTIVE

2. SCOPE

3. DEFINITIONS

4. RESPONSIBLE

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Division Department

STANDARD OPERATING PROCEDURE

ACTIVITIES / FLOW DIAGRAM

START - UP PROCEDURES

OPERATION MONITORING PROCEDURES

1. Good Manufacturing Practices (GMP) Monitoring

Process / Area	GMP Parameter	Frequency	Standard	Action in case of Deviation

2. Safety Monitoring and Control

Process / Area	GMP Parameter	Frequency	Standard	Action in case of Deviation

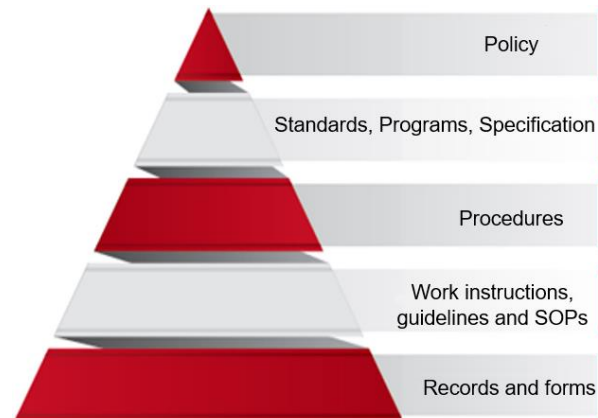
3. Process Monitoring and Control

Process / Area	GMP Parameter	Frequency	Standard	Action in case of Deviation

SHUTDOWN PROCEDURES

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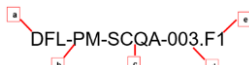
A new program is developed to streamline and simplify documentations of Dolefil following a structured Document Management Program DMP hierarchy



New Document Format



Streamlined, Identified and Simplified Documents



New Document Coding



Identified and Controlled Internal & External Documents



Documents Reviewed, Updated and Approved



Centralized Request & Tracking



Current Versions Available at Point of Use – accessible to any device