

DATE	NAME
------	------

	WHSMS Document Control & Compliance Checklist	☒
1	Ensure all documents are correctly categorized (e.g., VOCs, tickets, medical records, training certifications).	☐
2	Assign unique reference numbers or tracking codes to each document type.	☐
3	Implement a standardized naming convention for easy retrieval	☐
4	Store all documents in a secure, centralized system (physical or digital).	☐
5	Ensure cloud or server-based storage has adequate backup and cybersecurity measures.	☐
6	Restrict access based on role (e.g., HR, safety officers, management).	☐
7	Set up an easy-to-use retrieval system for authorized personnel	☐
8	Establish review dates for expiring documents (e.g., tickets, medicals, certifications).	☐
9	Maintain a log of document revisions and approvals.	☐
10	Outdated documents are archived properly to prevent misuse.	☐
11	Ensure forms are correctly filled out, signed, and dated.	☐
12	Secure disposal process for outdated confidential documents	☐
13	Verify that required attachments (licenses, certifications, etc.) are included.	☐
14	Missing, expired, or incorrect documents and follow up accordingly	☐
15	Conduct regular internal audits to verify document accuracy and compliance.	☐
16	Provide guidance on accessing and submitting required documents.	☐
17	Standardized templates for key documents (e.g., incident reports, training records)	☐
18		☐
19		☐
20		☐