

## Document Control Update

Hoag is continuing to roll out important changes to the document control process based on ISO 9001 standards, one of two standards required for our organization's accreditation by DNV.

The last scheduled live training class, Document Control Training for Policies and Procedures, is **August 15**. If you are a policy owner/designee, please go to Hoag University to sign up if you have not attended a training session yet.

### Format-friendly templates

We now have new and improved policy, procedure and guideline templates that are easier to format than the previous versions. There are no obvious visible differences in the format of the final document from the previous templates.

- Please use these templates going forward in the policy/procedures revision process.
- Templates are now available on the WAVE (Policies and Procedures/Templates and Tools).

Please note that any policies/procedures that are already completed or are in the process of completion utilizing the new process format do not need to be redone.

### Document Transformation Team

- The team will create a governance structure to oversee the completion of the document transformation process and document management system.

**All policy and procedure documents need to be final by December 2012**, in time for the January 2013 DNV ISO compliance accreditation visit, so look for further communication regarding these important changes each month.

If you have any questions, please contact Denyce Taillac at ext. 41985 or Mary Kopinski at ext. 46882 in Performance Improvement.