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The first and easiest place to start is how your register is set up or formatted. It should contain the following sections (or columns): Document Name; Document Number; Document Date; Document Version; Last Update; Authorization; For easy navigation, I like to separate my register into the type of document it is for example policy, procedure, form etc. Combined document register

**Excel Document Control Register Template**

Document control is important in being able to correctly identify and manage your HACCP documents along with ensuring only the most current version is available for use. The excel spreadsheet platform is great for writing certain HACCP and Food safety compliance documents - especially risk assessments or approved supplier reviews.

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Generally there are several kinds of document log such as received documents, sent documents, multimedia documents, converted documents, confidential documents and screened documents. Creating a document control log template is the requirement of today's business and it is very important for all activities.

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Change Log Excel Template Change log or a change register is a document used in project management to capture all the changes that have been requested after the initial kick off - it is a vital part change management process. It is very common to get requests to make changes to software or scope during a normal project.

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