

Document and Version Control Sheet

Keep a document's history with the document, so the copy in somebody's drawer says which version it is and who approved it.

The front sheet of a controlled document: who wrote each version, what changed, who approved it and when.

HISTORY, KEPT WITH THE PAPER

Printed here so a document's history lives with the document rather than in a file properties box nobody opens. It sets no standard and requires no numbering scheme — use whatever yours already is.

Document titleReferenceOwner

Purpose of the document

VERSION HISTORY

Version	Date	Author	What changed	Approved by	Date approved

DISTRIBUTION

Copy	Held by	Format	Issued	Withdrawn