

**Table 1.1–Documentation System Specifications**

**As specified in ORG 2.5.1**, the Operator shall have a system for the management and control of documentation and/or data used directly in the conduct or support of operations. Such system shall comprise the elements specified below.

**Note:** Refer to the IRM for the definitions of Documentation, Electronic Documentation and Paper Documentation.

Elements		Documentation Types		
		Type 1	Type 2	Type 3
(i)	Identification of the version and effective date of relevant documents and/or data.	Recommended	Recommended	Required <sup>Note</sup>
(ii)	Identification of the title and, if applicable, sub-titles of relevant documents and/or data.	Recommended	Recommended	Required <sup>Note</sup>
(iii)	Distribution and/or dissemination that ensures all users are provided relevant documents and/or data on or before the effective date: (a) Throughout appropriate areas of the organization; (b) To external service providers that conduct outsourced operational functions.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(iv)	Definition of the specific media type(s) designated for presentation or display of the controlled version of relevant documents and/or data.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(v)	Definition of documentation and/or data that is considered to be reproduced and/or obsolete.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(vi)	Review and revision to maintain the currency of relevant documents and/or data.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(vii)	Retention that ensures access to the content of relevant documents and/or data for a minimum period as defined by the Operator.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(viii)	Provision for a scheduled backup by copying and archiving relevant documents and/or data, to include validation of the documents or data being backed up.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(ix)	Identification and allocation of documentation access/user and modification rights.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(x)	Dissemination and/or accessibility of documentation received from external sources such as regulatory authorities and original equipment manufacturers.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>
(xi)	Identification of requirement for regulatory approval.	Required <sup>Note</sup>	Required <sup>Note</sup>	Required <sup>Note</sup>

**Note:** Required for conformity with ORG 2.5.1.

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**Table 1.2–Required Internal Audit Information**

As specified in [ORG 2.1.4](#), the Operator shall ensure the following information associated with the internal audit of individual ISARPs is recorded and retained:

- (i) The alpha-numeric identifier;
- (ii) Appropriate documentation reference(s) (from the Operator's documentation system);
- (iii) Auditor name(s);
- (iv) Audit date(s);
- (v) Auditor Actions accomplished by auditor(s) to provide evidence of implementation;
- (vi) If applicable, a description of non-conformance(s) and:
  - (a) The root cause(s) of non-conformance(s);
  - (b) The corrective action(s) implemented to address non-conformance(s).
- (vii) If applicable, a description of non-applicability (N/A);
- (viii) The current status of conformance (documented and implemented). **GM**

**Note:** The above-specified audit information may be retained in the Operator's electronic database as specified in [ORG 2.1.4](#) and [ORG 2.4.1](#), or in controlled procedural documents.