# Work instruction: Documentation check

This document describes the work instruction of the monthly check “Documentation Check”. The goal of this work instruction is to check if all documentation is still up-to-date and doesn’t contain any errors or inconsistencies.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| Step 1:  Open the documentation location | <DOCUMENTATION LOCATION> |
| Step 2:  Review all documentation and check if it is still correct.  If this isn’t the case: Create a change to have this investigated. | Administration Manual  Work Instructions  Procedures  Governance plan  Design documentation  Allowed Exceptions list |
| Step 3:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is **not** part of the Periodic Checks script. This check can only be performed manually.

# resolution

When inconsistencies or errors in the documentation are found, make sure these are updated. Create a change, making sure this is added to the ToDo list.