

Contents

	Foreword
	Introduction
1	Scope
2	Normative references
3	Terms and definitions
4	General
4.1	Policy
4.2	Document types
4.3	Controlling a received and delivered document
4.4	Risks in document handling and measures
4.4.1	Receipt and conversion
4.4.2	Recipient and delivery
5	Receipt and approval
5.1	Requirements
5.2	Controls for receipt
5.3	Controls for approval
5.4	Document to be used at processing
5.5	Preserving the receiving and approved context
6	Delivery
6.1	Requirements
6.2	Controls for the delivery process
6.3	Controls for the recipient process
6.4	Preservation of the delivery context
6.5	Monitoring of the delivered document
7	Storage
Annex A	(informative) Requirements for EDMS/ECM
A.1	Purpose of EDMS/ECM
A.2	Requirements
A.3	Controls
Annex B	(informative) Approval processes
B.1	Documents to be approved
B.1.1	Identify the document
B.1.2	Approval for each type of format
B.1.2.1	Paper document
B.1.2.2	Scanned document
B.1.2.3	Compound document
B.1.2.4	Database
B.1.2.5	Document obtained through a network
B.1.2.6	Document including a data stream
B.2	Assigning worker and control access rights
Annex C	(informative) Delivery – Format of the document to be delivered
C.1	Identify the document

- C.2** Context information of the delivery
- C.3** Controls of the document
 - C.3.1** General
 - C.3.2** Methods of control
 - C.3.2.1** Business-to-business transactions
 - C.3.2.2** Business for individuals
 - C.3.3** Electronic signature or time stamp for the document delivered
 - C.3.4** Shared use of a document in a shared storage space
 - C.3.5** Control of a document stored in a public space or otherwise uncontrolled area

Page count: 15