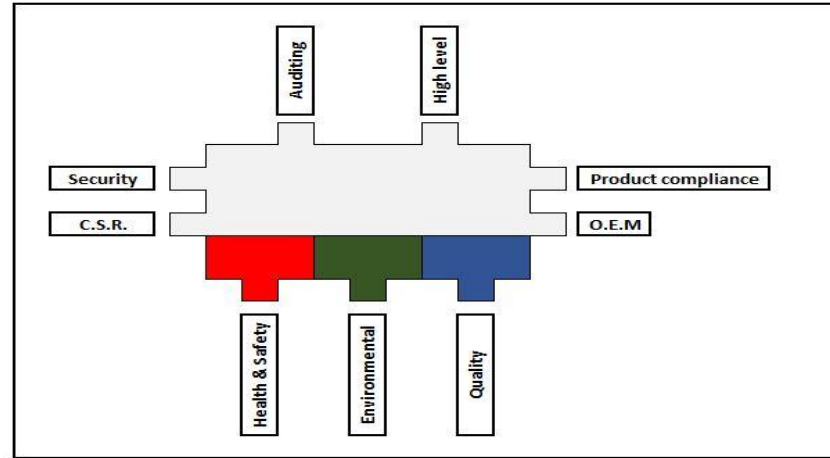




# Tutorial 25 Create tdkmoms Document Information Center



In this tutorial, we will zoom in how you can create a place to store your relevant tdkmoms documents.



# Tutorial 25 Create tdkmoms Document Information Center



Before starting\*.

- Choose the platform of your digital storage.
- Assign and train your management representative.
- Contact for creating your implementation path ([link](#)).
- Create tdkmoms DIC folder structure.

\*contact for possible examples for your tdkmoms DIC created in google drive

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# Tutorial 25 Create tdkmoms Document Information Center



Introduce and formalize your tdkmoms DIC.

- All tdkmoms DIC published documents are under your control (read or view only) and part of the running tdkmoms.
- All DIC published documents used are recorded in current running DIC documents register.
- All DIC document are under control by your tdkmoms management representative

 <p><b>INDEX</b></p>	<p>ISO1000.000 Date: 01-01-2000 Review date: 01-01-2050 non controlled printed version</p>
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\*contact for support or example(s).

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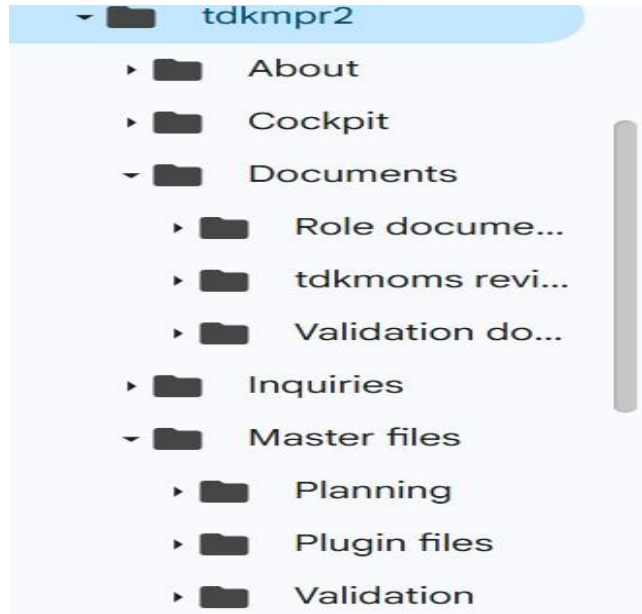
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Overview folder structure tdkmoms DIC.

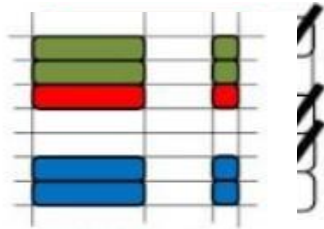




# Tutorial 25 Create tdkmoms Document Information Center



## Managing tdkmoms DIC (follow up and control)\*



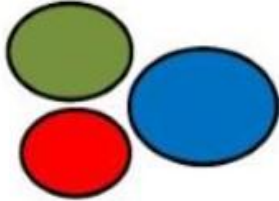
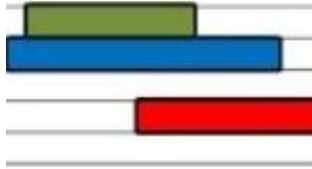
### Steps

- Install an tdkmoms DIC team.
- Manage changes in of tdkmoms DIC.
- Review expiring dates.
- Assign & plan actions (output).

a



# Tutorial 25 Create tdkmoms Document Information Center



- **Communication.**
  - periodically with your relevant stakeholders about the review and follow up.
  -
- **Plan and execute individual review.**
  - based on tdkmoms DIC register.
  - based on a trained and competence of your manager representative.



# Tutorial 25 Create tdkmoms Document Information Center



## Follow up & records tdkmoms DIC



- **Follow up tdkmoms DIC team.**
  - check results and usability actions.
  - plan & check follow-up activities.
  - inform management team about progress.
  
- **Records.**
  - tdkmoms DIC team agenda, report & follow up.
  - competence team members.

a



# Tutorial 25 Create tdkmoms Document Information Center



Finally Remember:

- Focus only on your tdkmoms DIC, do not be responsible for other company documents.
- Next step is creating the documents and build tdkmoms.