**Document control register**

This form records all documents (including electronic documents and records) that you keep as part of your GoatMAP system. It is important that it is kept up to date.

* First column — record the name of the document and its record number (e.g. **Herd and property risk assessment**\_01082022). You may like to add an ‘e’ if the document is held electronically.
* Second column — record the date you began using the form.
* Third column — record whether this is a document that supersedes a previous version (particularly if it is a compulsory form).
* Fourth column — note the physical or electronic location of the document (e.g. ‘filing cabinet, herd manager’s office’, ‘GoatMAP manual’ or the electronic file path).

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| **Document name/ number**  | **Date of issue**  | **Replaces**  | **Location**  |
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