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The Veeva Quality Content Reference Model provides the industry with best practices for managing content and metadata that are used to manage controlled content within quality systems.

Overview

This document will help companies implement with speed and standardize document management across the enterprise, streamlining business processes across various business functions.

	Veeva Quality Content Referen	nce Model									
Function	Title	Responsible Individual	Version								
Author	Practice Manager, Vault Quality	Heather McHugh	1.0								
This workbook includes the following tak											
1. Overview	Provides general information about the mod	del									
2. Document Hierarchy and Life Cycles	List of suggested document to pes and sulty										
3. Definitions	Definition of document hierarchy and fields		del tab								
4. Tree View	Document types and subtypes provided in a hierarchy view										
Document Life Cycles Draft to Effective	Documentation follow the Diaft to Effective (stead) state). These documents usually require Ores time, documents in this life cycle will t	uire training and have periodic rev	iews associated with them.								
Draft to Approved	Documents that follow the Draft to Approve life cycle start in the Draft state and end in the Approved state (steady state). Over time, documents in this life cycle will transition to Retired when they are no longer value for use.										
Initial to Final	Documents that follow the Initial to Final life cycle start in the Initial state and end in the Final state (steady state). This life cycle is mostly used for Documents of record (i.e., executed batch record), where no versioning is required.										

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		New D	Document Fields Instructions:
Document Type	Document Subtype	Classification Reference Model Category*	
Governance and Procedures	Job Aid Standard Guidance Policy Quality Manual Standard Operating Procedure (SOP)	Reference Model Category	type/subtype in the hierarchy. These fields can be used on as many or few document type/subtype combinations as determined by the client requirements for the types of document supported in each of the document type/subtype combinations
			Validation Regulatory Safety Quality Systems Supply Chain Management Facility Equipment Nonclinical
Forms	Work Instruction Master Template		
Operations	Master Form Fillable Form Executed Form		
	Certificate	Reference Model Category	Certificate of Analysis Certificate of Conformance Packaging Certificate Supplier Certificate
	Master Batch Record Method	Reference Model Category	Equipment Method Raw Material Method Process Mathod Test Method
	Safety Data Sheet Logbook Specification	Reference Model Category	Environment Specification Lauipment Specification Design Specification
	Requirement	Reference Model Calegory	Process Specification Use Resident ints Enclosed requirements
	Protocol	Reference Middlel Category	est Protocol Clinical Protocol Validation Protocol
	Plan	Reference Model category	Test Plan Validation Master Plan
	Report	Reference Model Category	Validation Summary Report Qualification Summary Report
	Assessment	Reference Model Category	Impact Assessment Risk Assessment
	Agreement	Reference Model Category	Technical Service Quality
	Training Material	Reference Model Category	Quality Course Material User Manual
Executed Records		Reference Model Category	Test Scripts Executed Batch Records