

## Abstract

The authors of this report started an internship in The Bangkok Iron and Steel Works, Co., Ltd (BISW) while the company was in the process of implementing ISO 9001:2015. The standard helped show many problems in document management including issuing, controlling, organizing and saving documents. Therefore, the company hired Document Control officials (DCC) in order to control the whole documentation system. DCC officials have to collect, store, distribute, control and keep the document up to date at all times. Due to the fact that there were a large number of documents, it caused a delay in the system, so some people in the company used un-updated documents.

In acknowledgement to the importance of the problems, we chose this to be the topic of our internship report. This report highlights Document Control in accordance to the Committee of sponsoring Organizations of the Treadway Commission (COSO) framework. This report and analysis referenced the work procedures in document P-EN01 and document control procedure document P-EN02.

In conclusion, this report helped the authors gain more knowledge in the ISO 9001:2015 standard, Document control procedures and a better understanding in the COSO framework. Furthermore, The authors also helped the organization by gathering and analyzing the standard and procedures. This led to new solutions which resulted in a smoother and integrated implementation of the ISO 9001:2015 standard.

Keywords: ISO 9001:2015/ Risk Management in the Control Document