



APRIL 2026 • DOCUMENT CONTROL

Make the current revision easy to recognise

Revision control works best when people can quickly distinguish the working file, the issued document and the superseded copy. A simple, consistently applied system is often more useful than a complex naming scheme that nobody follows.

Clear information. Confident next steps.

Eight-page reading booklet
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01 / UNDERSTAND

Start with a clear foundation

Separate identity, revision and status

The document number identifies the item. The revision identifies a particular issue. The status explains its intended use, such as draft for review or approved for the agreed purpose. Do not rely on a filename alone if the document may be printed or detached from its folder. Put the relevant identifiers on the document itself.

Control the review cycle

Keep a consolidated comment register and associate each response with a revision. Distinguish changes to technical content from formatting corrections, while applying the customer's revision procedure. Where a drawing and manual refer to one another, check the effect of a change on both documents.

**02 / APPLY**

Turn information into action

Close the distribution loop

Record what was issued, to whom and when. Keep superseded records for the required project history, but make their status unmistakable. When a current document is replaced, update indexes and links rather than simply adding another file alongside it. Confirm the project's record-retention requirements with the customer.

A filename alone is not control

Adding final to a filename does not tell a workshop whether the drawing is approved for its intended use. A reliable issue process connects document number, revision, status and authorisation. Working copies should not sit beside released files without an obvious distinction. Agree who can release information and who receives notice when it changes. Use the current register as the route to approved information rather than expecting every user to recognise the newest-looking folder.

**03 / LOOK CLOSER**

Follow a change across deliverables

A component change may affect the model, drawing, BOM, parts catalogue and service instructions. A change record should identify these dependencies so that only updating the drawing does not leave conflicting information elsewhere. Ask the technical owner to confirm applicability to existing equipment as well as new production. Preserve superseded issues for traceability while making the current-use set unambiguous. The aim is controlled consistency, not simply increasing the revision letter on every file.

- Which user needs this information most urgently?
- Which source is authoritative, and who can approve it?
- What would make a small pilot useful to your team?

**04 / WORKSHOP**

Make it a team conversation

Use one small, approved example from your own organisation. Nominate a document owner and a reviewer, then apply the checklist below. Record the initial problem, the proposed improvement and the evidence needed to confirm it. Keep the exercise separate from any live equipment activity or production change until the appropriate authority approves it. Discuss what became clearer, which inputs were missing and whether the same approach can be repeated. A modest improvement that your team actually uses is a stronger starting point than an ambitious system with no agreed owner.

- Name the document owner and technical reviewer.
- Write down one unresolved source-information question.
- Agree one measurable information-finding task.
- Record what changed after the review.



05 / WORK WITH CDX

A practical delivery partnership

CDX can help organise the source material, prepare a representative layout, produce the agreed CAD or documentation outputs and maintain a comment register through review. Offshore production is coordinated by Australian management under a defined scope. We do not provide engineering sign-off or create evidence of inspections that have not occurred. Bring the approved source information, your intended audience and the required deliverable list to the discussion. We will identify the preparation work, unresolved questions and review responsibilities before agreeing the production scope.

- Standard documentation · current rates online.
- CAD / drafting support · current rates online.
- Technical documentation · cdx.net.au/pricing.
- 12-month work warranty; scope and conditions apply.



06 / CHECK & ACT

Your next step

Search a shared project folder for filenames containing “final”. If several versions appear, use that example to agree a clearer issue and revision convention.

- Use stable document identifiers.
- Show revision and issue status on the document.
- Keep one consolidated review register.
- Update related documents and references.
- Separate superseded copies from current issue files.



07 / TAKE IT FORWARD

A one-page improvement brief

Use these prompts to start a focused discussion with your team. Keep confidential equipment details inside your approved project channels.

- Problem: what information is difficult to find or trust?
- Reader: who needs it and at what point in their work?
- Source: which approved files and records exist?
- Deliverable: what would make the information usable?
- Review: who will confirm the technical content?
- Success: how will you check whether it helped?

Start a scoped conversation

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General educational material. CDX prepares work for review and does not provide engineering sign-off. Your responsible authority approves equipment-specific instructions and technical decisions.