



COMPANY DOCUMENTS AND SOP CATALOGUE



FOR BUSINESSES WORLDWIDE

100 document titles | Full lifecycle | Serving businesses worldwide

A practical foundation for your company

Clear company documents help people make consistent decisions, understand their responsibilities and carry out work with the right controls. This Tara Nawa catalogue brings together 100 document titles for businesses across sectors and countries. It combines company-wide essentials with specialist titles selected for your activities and risks.

Use the catalogue to identify what your business needs, strengthen an existing management system or scope a tailored documentation project. Each entry explains the proposed content and identifies the departments that would use or maintain it.

Produced in your company branding

Your logo, brand colours, fonts, headers, footers and preferred templates are applied to the documents we produce. Content is tailored to your business, sector and applicable country requirements.

The value to your organisation

- **Clear accountability.** Define who approves, performs, checks and records each activity.
- **Consistent execution.** Give office teams, sites and contractors a shared way of working.

Company wide coverage

Governance and legal • HR • Finance and tax • Supply chain and logistics • Exploration and mining • Processing • Projects and engineering • Maintenance and quality • Safety and health • Security • Environment and communities • Closure • IT and data • Sales and marketing • Administration and facilities.

How to use the catalogue

Select titles by department and lifecycle stage. Some entries are frameworks or coordinated procedure suites; detailed task instructions and supporting forms are defined during scoping. Specialist titles apply only where relevant to your sector, activities and risks.

Country laws, permit conditions, employment arrangements and site standards are built into the selected documents during customisation. The department names indicate applicable functions and can be matched to your organisation structure.

01 PLAN

02 BUILD

03 OPERATE

04 IMPROVE

05 TRANSITION

Governance legal and business assurance

Company direction, decision rights and accountability

Document title	Applicable departments	What the document contains
TN-001 Board Governance and Decision Authority Framework	Board / Executive	Board and committee mandates, reserved decisions, delegated approvals, shareholder records, conflicts declarations and secure decision logs across the business.
TN-002 Corporate Strategy and Performance Review Plan	Executive / Strategy	Strategic priorities, business plans, measurable objectives, accountable owners, performance dashboards and review cycles linking corporate targets to site delivery.
TN-003 Business Integrity and Speak Up Policy	Ethics / Legal	Anti-bribery rules, gifts, conflicts of interest, fraud prevention, confidential reporting, independent investigations and protection against retaliation.
TN-004 Enterprise Risk and Business Continuity Plan	Risk / Executive	Risk appetite, enterprise risk registers, disruption scenarios, critical dependencies, continuity arrangements, recovery priorities and exercises to test business resilience.
TN-005 Contract Lifecycle and Legal Matters Procedure	Legal / Commercial	Contract drafting, legal review, authorised signatures, obligation tracking, variations, claims, dispute escalation and protection of intellectual property.

Governance legal and business assurance continued

Company direction, decision rights and accountability

Document title	Applicable departments	What the document contains
TN-006 Licence Permit and Compliance Obligations Register	Legal / Compliance	Country and site obligations, mineral rights, land access, environmental approvals, labour requirements, filing dates, renewal alerts and evidence of compliance.
TN-007 Digital Document and Records Lifecycle Procedure	Governance / All departments	Document ownership, electronic approval, version control, mobile access, retention schedules, restricted records, legal holds and secure disposal of superseded information.
TN-008 Internal Control and Audit Assurance Plan	Internal Audit / Risk	Risk-based audits, separation of duties, control testing, evidence requirements, findings, corrective actions and independent confirmation that agreed improvements work.
TN-076 Insurance Coverage and Claims Management Procedure	Finance / Risk / Legal	Insurance needs, policy renewals, asset declarations, coverage reviews, claims evidence, notification responsibilities and recovery tracking.
TN-077 Joint Venture and Operating Partner Governance Framework	Executive / Legal / Finance	Partner responsibilities, shared decisions, reporting, funding obligations, performance oversight and dispute escalation where joint ventures or operating partnerships apply.

People and organisational capability

From workforce planning to employee transition

Document title	Applicable departments	What the document contains
TN-009 Workforce Planning and Role Architecture Framework	HR / Department heads	Workforce forecasts, organisation structures, role profiles, job grading, succession exposure and skills requirements for construction, operations and closure.
TN-010 Talent Acquisition and Fair Selection Procedure	HR / Hiring managers	Vacancy approval, inclusive sourcing, structured interviews, candidate consent, qualification and reference verification, selection records and recruitment partner controls.
TN-011 Employment Terms and People Policy Handbook	HR / Legal	Employment agreement templates, probation, employee rights and responsibilities, benefits, flexible work arrangements and country-specific conditions of employment.
TN-012 Employee Mobilisation and Site Induction Procedure	HR / Site services	Pre-employment checks, work authorisations, employee records, induction, medical-clearance status, accommodation, equipment allocation and access approval before deployment.
TN-013 Working Time Leave and Fatigue Management Policy	HR / Operations	Shift patterns, attendance capture, leave workflows, overtime approval, rest periods, fatigue escalation and interfaces with payroll and fitness-for-work controls.
TN-014 Learning Competence and Succession Framework	HR / Technical training	Skills matrices, practical competency assessment, licences, refresher training, digital learning records, career pathways and succession plans for critical roles.

People and organisational capability continued

From workforce planning to employee transition

Document title	Applicable departments	What the document contains
TN-015 Performance Reward and Recognition Framework	HR / Leadership	Role objectives, regular feedback, fair assessment, improvement plans, reward decisions, recognition and safeguards against incentives that undermine safety or integrity.
TN-016 Employee Relations Inclusion and Respect Procedure	HR / Labour relations	Union consultation, collective arrangements, grievances, disciplinary fairness, harassment prevention, reasonable accommodation, employee wellbeing and confidential case handling.
TN-017 Employee Separation and Workforce Transition Procedure	HR / Legal	Resignations, retirement, restructuring and closure transitions, consultation, knowledge transfer, asset return, access removal, final entitlements and employee support.
TN-078 Organisational Change and Employee Consultation Procedure	HR / Executive / Department heads	Assessment of organisational changes, employee consultation, communication, implementation responsibilities and support for affected teams.
TN-079 Knowledge Transfer and Critical Role Handover Procedure	HR / All departments	Identification of critical knowledge, structured handovers, practical knowledge capture, successor readiness and access to current operational information.
TN-080 Psychosocial Risk and Employee Mental Wellbeing Plan	HR / Occupational Health / Safety	Assessment of workload, isolation and workplace stress, preventive work-design measures, confidential support pathways and review of organisational risk factors.

Finance tax and financial control

Reliable financial information and controlled transactions

Document title	Applicable departments	What the document contains
TN-018 Budgeting Forecasting and Cost Control Procedure	Finance / Cost control	Operating and capital budgets, rolling forecasts, cost-centre ownership, unit-cost analysis, variance explanations and approval of corrective spending decisions.
TN-019 Financial Close and Management Reporting Procedure	Finance / Accounting	Account reconciliations, journals, consolidation, reporting cut-offs, review evidence and production of consistent financial statements and management reports.
TN-020 Treasury Banking and Payment Security Policy	Finance / Treasury	Cash forecasting, bank mandates, liquidity, funding, foreign exchange exposure, payment approvals and independent verification of changed beneficiary details.
TN-021 Supplier Invoice and Expense Settlement Procedure	Finance / Accounts payable	Invoice validation, purchase and receipt matching, expense claims, duplicate-payment checks, exceptions, approval workflows and controlled supplier settlements.
TN-022 Revenue Credit and Receivables Procedure	Finance / Credit control	Customer credit approval, invoicing, revenue recognition, collection follow-up, disputed accounts, credit notes and write-off authority.
TN-023 Payroll Benefits and Statutory Deductions Procedure	Finance / HR	Approved employee changes, pay calculations, benefits, deductions, reconciliations, confidential payslips, payment release and relevant statutory submissions.
TN-024 Tax Royalties and Fixed Asset Accounting Procedure	Finance / Tax	Tax and royalty calendars, supporting reconciliations, capitalisation, depreciation, asset verification, impairment reviews and accounting for rehabilitation obligations.
TN-081 Capital Project Benefits and Post Investment Review Procedure	Finance / Projects / Operations	Comparison of completed investments with approved business cases, including capacity, costs, savings, benefits ownership and lessons for future investment decisions.

Supply chain contracting and logistics

Responsible sourcing and dependable material flow

Document title	Applicable departments	What the document contains
TN-025 Supplier Due Diligence and Responsible Sourcing Policy	Supply Chain / Compliance	Supplier verification, ownership and integrity checks, human-rights screening, local supplier development, risk classification and ongoing supplier review.
TN-026 Sourcing Tender Evaluation and Purchase Approval Procedure	Procurement / User departments	Specifications, requisitions, competitive sourcing, transparent bid evaluation, total-cost assessment, approval routes, purchase orders and documented emergency buying.
TN-027 Supplier and Contractor Performance Procedure	Contracts / Supply Chain	Service levels, commercial obligations, delivery performance, scorecards, change orders, remedial actions, disputes and contract close-out records.
TN-028 Inventory Planning and Critical Spares Procedure	Supply Chain / Maintenance	Demand planning, criticality-based stock levels, replenishment, lead-time risks, repairable spares, obsolescence and inventory optimisation.
TN-029 Warehouse Receiving Storage and Issue Procedure	Stores / Warehousing	Receipt inspection, item identification, safe storage, barcode tracking, preservation, authorised issues, cycle counts and segregation of nonconforming goods.
TN-030 Transport Freight and Cross Border Logistics Procedure	Logistics / Trade compliance	Carrier selection, dispatch, load security, shipment tracking, customs documentation, import and export permits, dangerous goods and proof of delivery.

Supply chain contracting and logistics continued

Responsible sourcing and dependable material flow

Document title	Applicable departments	What the document contains
TN-031 Surplus Materials and Asset Disposal Procedure	Supply Chain / Finance	Surplus identification, reuse, valuation, authorised sale or recycling, data removal from equipment, environmental controls and transparent disposal records.
TN-082 Supplier Master Data and Banking Detail Change Procedure	Procurement / Finance / IT	Supplier record creation, duplicate detection, independently verified banking changes, separation of duties, approval evidence and periodic master-data reviews.
TN-083 Materials Returns Warranty and Supplier Recovery Procedure	Stores / Procurement / Maintenance	Defective-goods returns, warranty eligibility, repair tracking, supplier claims, credit recovery and reconciliation of replacement materials.
TN-084 Fuel and Lubricant Accounting and Reconciliation Procedure	Operations / Stores / Finance	Receipt and dispensing records, equipment-level consumption, tank and stock reconciliation, measurement checks and investigation of unexplained losses.
TN-085 Critical Supply Disruption and Alternative Sourcing Plan	Supply Chain / Operations / Risk	Critical supply dependencies, disruption triggers, alternative suppliers, contingency stock, substitution approvals and coordinated supply recovery.

Exploration mining and production

Technical controls from fieldwork to finished output

Document title	Applicable departments	What the document contains
TN-032 Exploration Fieldwork and Sample Integrity Procedure	Exploration / Geology	Field planning, drilling supervision, sampling methods, sample custody, laboratory submission, quality checks and rehabilitation of exploration disturbances.
TN-033 Geological Data and Mineral Resource Governance Plan	Geology / Resources	Geological database controls, model updates, estimation reviews, reporting assumptions, competent-person responsibilities and traceability of resource and reserve disclosures.
TN-034 Integrated Mine Planning Survey and Grade Control Procedure	Mine Planning / Survey	Life-of-mine schedules, survey control, short-term plans, ore boundaries, dilution, reconciliation and coordination of mining, processing and waste placement.
TN-035 Ground Stability and Geotechnical Control Plan	Geotechnical / Mining	Slope or excavation design criteria, ground support, inspections, monitoring thresholds, exclusion zones and trigger actions for changing ground conditions.
TN-036 Drilling Blasting and Explosives Control Procedure	Mining / Drill and blast	Approved blast designs, explosives custody, charging controls, exclusion and clearance, misfire response, blast records and vibration or flyrock monitoring.
TN-037 Production Scheduling and Shift Handover Procedure	Operations / Production	Production targets, equipment readiness, work allocation, operating constraints, digital shift logs, deviation escalation and structured handover between crews.

Exploration mining and production continued

Technical controls from fieldwork to finished output

Document title	Applicable departments	What the document contains
TN-038 Process Operating Envelope and Plant Control Manual	Processing / Metallurgy	Approved operating limits, start-up and shutdown, process hazards, alarms, interlocks, abnormal conditions and recovery controls for processing or industrial plant.
TN-039 Product Recovery and Material Balance Procedure	Metallurgy / Production	Feed and output measurement, recovery monitoring, stockpile balances, metal or product accounting, yield losses and reconciliation of production data.
TN-091 Underground Ventilation and Air Quality Management Plan	Mining / Ventilation / Occupational Hygiene	For underground operations: ventilation responsibilities, design reviews, air-quality monitoring, inspections and approved responses to deteriorating conditions.
TN-092 Mine Dewatering and Water Inrush Management Plan	Mining / Geotechnical / Engineering	Where water ingress risks apply: water-source assessment, pumping arrangements, monitoring, warning thresholds, inspection and emergency-response interfaces.
TN-093 Autonomous and Remote Equipment Operating Framework	Operations / Engineering / IT / Safety	For autonomous or remotely operated equipment: operating zones, human interaction, communications failures, access control, change assessment and recovery responsibilities.
TN-094 Drone Operations and Aerial Survey Procedure	Survey / Geology / Security / Environment	For drone-enabled activities: operating permissions, competent operators, flight planning, equipment checks, incident reporting and controlled survey-data handling.

Projects engineering maintenance and quality

Controlled investment and dependable physical assets

Document title	Applicable departments	What the document contains
TN-040 Investment Appraisal and Project Gate Framework	Projects / Finance	Feasibility options, business cases, technical and social risks, lifecycle costs, funding decisions and approval criteria at each project stage.
TN-041 Project Delivery and Construction Control Plan	Projects / Construction	Scope, schedules, budgets, design interfaces, contractor coordination, construction quality, progress reporting, change control and completion records.
TN-042 Engineering Design and Management of Change Procedure	Engineering / Operations	Design standards, drawing control, technical reviews, change risk assessment, approvals, configuration records and validation before modified equipment enters service.
TN-043 Commissioning and Operational Readiness Plan	Projects / Operations	System completion, pre-start reviews, testing, acceptance criteria, operator training, spare parts, handover packs and controlled transition into production.
TN-044 Reliability and Maintenance Work Management Procedure	Maintenance / Reliability	Asset criticality, preventive and condition-based tasks, work orders, defect prioritisation, planning, scheduling, maintenance history and failure analysis.
TN-045 Asset Integrity and Statutory Inspection Plan	Engineering / Asset integrity	Inspection programmes for structures, electrical systems, pressure equipment and lifting assets, with certification, defects, fitness-for-service decisions and remedial work.

Projects engineering maintenance and quality continued

Controlled investment and dependable physical assets

Document title	Applicable departments	What the document contains
TN-046 Shutdown and Turnaround Execution Procedure	Maintenance / Operations	Shutdown scope, resource planning, isolation coordination, contractor interfaces, schedule control, quality verification and safe handback for restart.
TN-047 Quality Laboratory and Measurement Assurance Procedure	Quality / Laboratory	Specifications, sampling and testing, instrument calibration, laboratory quality controls, traceability, nonconforming outputs and corrective action verification.
TN-087 Machine Guarding and Equipment Safeguarding Standard	Engineering / Maintenance / Safety	Safeguarding design requirements, access controls, inspections, defect escalation, modification reviews and approval before equipment returns to service.
TN-088 Safety System Bypass and Override Control Procedure	Control Engineering / Operations / Safety	Risk assessment, authorisation, time limits, compensating controls, monitoring, handover and verified removal of temporary protective-system overrides.
TN-089 Industrial Utilities Reliability and Outage Response Plan	Engineering / Utilities / Operations	Critical power, compressed air, steam and other utility dependencies, resilience arrangements, outage priorities, communications and controlled restoration.
TN-090 Welding Fabrication and Repair Quality Procedure	Engineering / Maintenance / Quality	Approved fabrication and repair methods, personnel qualifications, material traceability, inspection requirements, acceptance criteria and retained quality records.

Safety health emergency response and security

Practical controls for high consequence risks

Document title	Applicable departments	What the document contains
TN-048 Safety Risk and Critical Control Framework	Safety / Operational leaders	Major hazard identification, critical control standards, accountable owners, field verification, stop-work authority and escalation when essential controls are missing.
TN-049 Permit to Work and Hazardous Energy Isolation Procedure	Safety / Engineering	Work permits, simultaneous activities, electrical and mechanical isolation, stored-energy release, lockout verification, permit suspension and controlled reinstatement.
TN-050 Mobile Equipment and Site Traffic Management Plan	Mining / Transport safety	Road design, pedestrian separation, vehicle interaction, pre-use checks, speed controls, operator authorisation and interfaces with collision-avoidance technology.
TN-051 Occupational Health Hygiene and Fitness for Work Plan	Occupational Health / Safety	Exposure assessment, dust, noise, heat and radiation where relevant, medical surveillance, confidential health records and fitness-for-work decisions.
TN-052 Emergency Preparedness and Crisis Response Plan	Emergency Services / Executive	Credible emergencies, command roles, evacuation, rescue, medical response, external coordination, crisis communication and drills across office and remote sites.
TN-053 Incident Learning and Corrective Action Procedure	Safety / Department heads	Near-miss and event capture, evidence preservation, required notifications, investigation, causal analysis, shared learning and effectiveness checks on corrective actions.

Safety health emergency response and security continued

Practical controls for high consequence risks

Document title	Applicable departments	What the document contains
TN-054 High Risk Task and Safe Work Procedure Suite	Safety / Technical departments	Task-specific controls for confined spaces, work at height, lifting, hot work, electrical work and other site hazards, including authorisation and rescue arrangements.
TN-055 Contractor Mobilisation and Site Safety Procedure	Contractor Management / Safety	Safety prequalification, competence checks, induction, work-scope risks, supervision, field inspections, incident interfaces and demobilisation controls for contractor personnel.
TN-056 Physical Security and Human Rights Procedure	Security / Community relations	Access control, asset protection, surveillance, security-provider conduct, proportionate response, human-rights safeguards, incident escalation and handling of security complaints.
TN-086 Process Safety and Major Accident Prevention Framework	Engineering / Operations / Safety	Process hazard reviews, major accident scenarios, prevention and mitigation barriers, accountable owners and assurance of essential controls for applicable processes.
TN-097 Radiation Protection and Monitoring Plan	Radiation Protection / Occupational Health / Operations	Where radiation risks apply: specialist responsibilities, exposure assessment, monitoring programmes, controlled areas, records and escalation of abnormal results.

Environment communities and closure

Responsible management throughout the asset lifecycle

Document title	Applicable departments	What the document contains
TN-057 Environmental and Social Impact Management Plan	Environment / Social performance	Impact assessments, approval commitments, operational controls, monitoring, inspections, biodiversity protection and corrective actions across project and operating phases.
TN-058 Water Stewardship and Site Water Balance Plan	Environment / Utilities	Water sources, demand, abstraction, reuse, groundwater monitoring, discharge quality, drought and flood scenarios, catchment impacts and community water interfaces.
TN-059 Tailings and Mine Waste Facility Management Plan	Tailings / Technical services	Facility accountability, design records, operating limits, surveillance, independent review, trigger actions, emergency interfaces and closure planning for applicable facilities.
TN-060 Hazardous Substances Waste and Spill Control Procedure	Environment / Operations	Chemical approval, safety data, compatible storage, fuel handling, hazardous waste, spill response, waste tracking and verified treatment or disposal routes.
TN-061 Energy Carbon and Climate Resilience Plan	Sustainability / Engineering	Energy baselines, emissions inventories, efficiency projects, transition options, physical climate risks, resilience measures and evidence supporting reported progress.
TN-062 Sustainability Reporting and ESG Data Control Procedure	Sustainability / Finance	Environmental, social and governance metrics, reporting boundaries, data owners, calculation methods, evidence checks, approvals and assurance-ready disclosures.

Environment communities and closure continued

Responsible management throughout the asset lifecycle

Document title	Applicable departments	What the document contains
TN-063 Community Engagement and Grievance Resolution Plan	Community Relations	Stakeholder mapping, accessible consultation, community commitments, local development priorities, grievance tracking, response times and feedback on agreed actions.
TN-064 Land Access Cultural Heritage and Livelihoods Plan	Social Performance / Legal	Land-use agreements, heritage surveys, chance finds, affected livelihoods, compensation and resettlement safeguards, with consultation and documented commitments where applicable.
TN-065 Closure Rehabilitation and Post Closure Management Plan	Closure / Environment	Progressive rehabilitation, care and maintenance, closure designs, cost estimates, financial provision, workforce and community transition, monitoring and relinquishment criteria.
TN-095 Biodiversity and Habitat Management Plan	Environment / Projects / Closure	Sensitive-habitat identification, disturbance avoidance, operational protection measures, rehabilitation objectives and ecological monitoring where biodiversity risks apply.
TN-096 Acid and Metalliferous Drainage Management Plan	Environment / Geochemistry / Mining	Where geochemical risks apply: reactive-material characterisation, prevention measures, segregation controls, water monitoring and long-term treatment responsibilities.

Technology data and responsible automation

Secure digital services and accountable use of information

Document title	Applicable departments	What the document contains
TN-066 Business Cybersecurity and Access Control Policy	IT / Cybersecurity	Identity management, multifactor authentication, access reviews, device protection, vulnerability management, phishing awareness, third-party access and cyber incident response.
TN-067 Operational Technology and Automation Security Standard	OT / Control Engineering	Industrial-system inventories, network separation, remote vendor access, secure configuration, change testing, safety interfaces and recovery of control-system services.
TN-068 Privacy Data Governance and Information Sharing Policy	Data Governance / Legal	Personal-data handling, classification, data ownership, quality rules, access, retention, cross-border sharing and secure exchange with suppliers and service providers.
TN-069 Responsible AI and Digital Innovation Policy	Digital / Risk	Approved AI uses, sensitive-data restrictions, human oversight, output validation, bias assessment, supplier review and monitoring of automated business decisions.
TN-070 Digital Service Change and Recovery Procedure	IT / Business systems	Service support, cloud-provider controls, business-system changes, integration testing, master-data updates, backups, restoration tests and recovery targets.
TN-098 Technology Supplier Assurance and Cloud Exit Procedure	IT / Procurement / Legal	Technology-supplier security checks, service dependencies, contractual assurance, data ownership, portability, transition testing and secure exit arrangements.
TN-099 Spreadsheet and Business Model Control Standard	Finance / Planning / IT / All departments	Critical spreadsheet and model inventories, accountable owners, formula validation, access controls, version management and independent review before consequential use.

Designed for everyday digital use

The digital controls above support the whole catalogue. A published document should have an owner, version, approval date and review date, with staff able to find the current instruction at the point of work. Offline copies, system access and changes also need clear controls.

IT means information technology. OT means operational technology, including plant control systems. AI means artificial intelligence.

Markets communications and business services

Commercial relationships and support for everyday delivery

Document title	Applicable departments	What the document contains
TN-071 Sales Bids and Customer Contracting Procedure	Sales / Business Development	Opportunity qualification, bid approvals, pricing, customer due diligence, product or offtake terms, delivery commitments and handover of won work.
TN-072 Brand Marketing and Corporate Communications Policy	Marketing / Corporate Affairs	Brand use, digital channels, campaign approvals, substantiated claims, media protocols, investor communication and protection of confidential commercial information.
TN-073 Customer Service and Product Stewardship Procedure	Customer Service / Technical	Customer enquiries, complaints, product specifications, safety information, traceability, responsible use guidance and escalation of product quality or safety concerns.
TN-074 Facilities Accommodation and Site Services Procedure	Facilities / Administration	Building services, offices, worker accommodation, catering, sanitation, potable water, accessibility, service inspections and reporting of welfare or facility defects.
TN-075 Business Travel and Administrative Services Policy	Administration / HR	Travel booking, journey approval, company vehicle allocation, visitor coordination, expense rules, remote-work support and administrative service responsibilities.
TN-100 CRM and Sales Pipeline Management Procedure	Sales / Marketing / Business Development	Lead ownership, follow-up expectations, opportunity stages, customer relationship records, forecast reviews and controlled handover between sales and delivery teams.

Build the document set your business needs

Discuss your priority departments and operating risks with Tara Nawa. A tailored scope can include editable policies, SOPs, plans, registers, checklists and role-specific forms, together with the review and approval arrangements needed to put them into use.

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[Select documents and request a quotation online](#)

Reference points for customisation

[NIST cybersecurity](#) | [NIST responsible AI](#) | [IFC environmental and social standards](#) | [ICMM tailings guidance](#)

These resources inform the catalogue themes. Their applicability and current editions are checked when each document is developed.