	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte	DOCUMENT CODE	P-DC01
	QUALITY PROCEDURES MANUAL	REVISION	00
		EFFECTIVITY DATE	20 October 2015
	CONTROL OF DOCUMENTS		

1. Purpose

To define the requirements for document control to assure that documents affecting the activities involved in the QMS show evidence of review and approval prior to the issuance of new and revised versions.

2. Scope

This procedure applies to the methods of approval, revision and update, and distribution of all documents, controlled or uncontrolled, required in the QMS such as but are not limited to:

- Part I Quality Policy Manual
- Part II Procedures Manual
- Part III Forms

3. Reference

ISO 9001:2008

4. Definition of Terms

Controlled Document - is a reference document which, through the course of its lifecycle may be reviewed, modified and distributed several times. This document is listed in the Document Distribution Record and are stamped "Controlled"

Document Control Officer (DCO) - in-charge in the all activities related to the Document Control procedure, including approval, revision and update, and distribution

Document Master List - the list that identifies the current revision status and distribution of the university's generated documents or controlled documents.


External Origin Document - documents released by external agencies including customer.

Internal Document - documents wherein its issuances originates from the university

Management Review Committee (MRC) - reviews and approves request for new document or revision of existing documents

Master Copy - refers to the original creation of a document from which copies can be made.


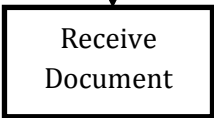
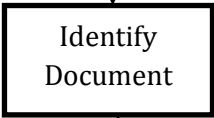
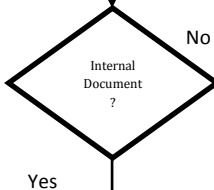


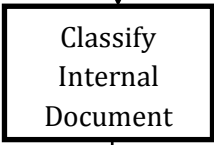
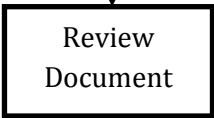

Obsolete Document - a document that is no longer appropriate for the purpose it was obtained due to up-to-date revisions or changes in user requirements.


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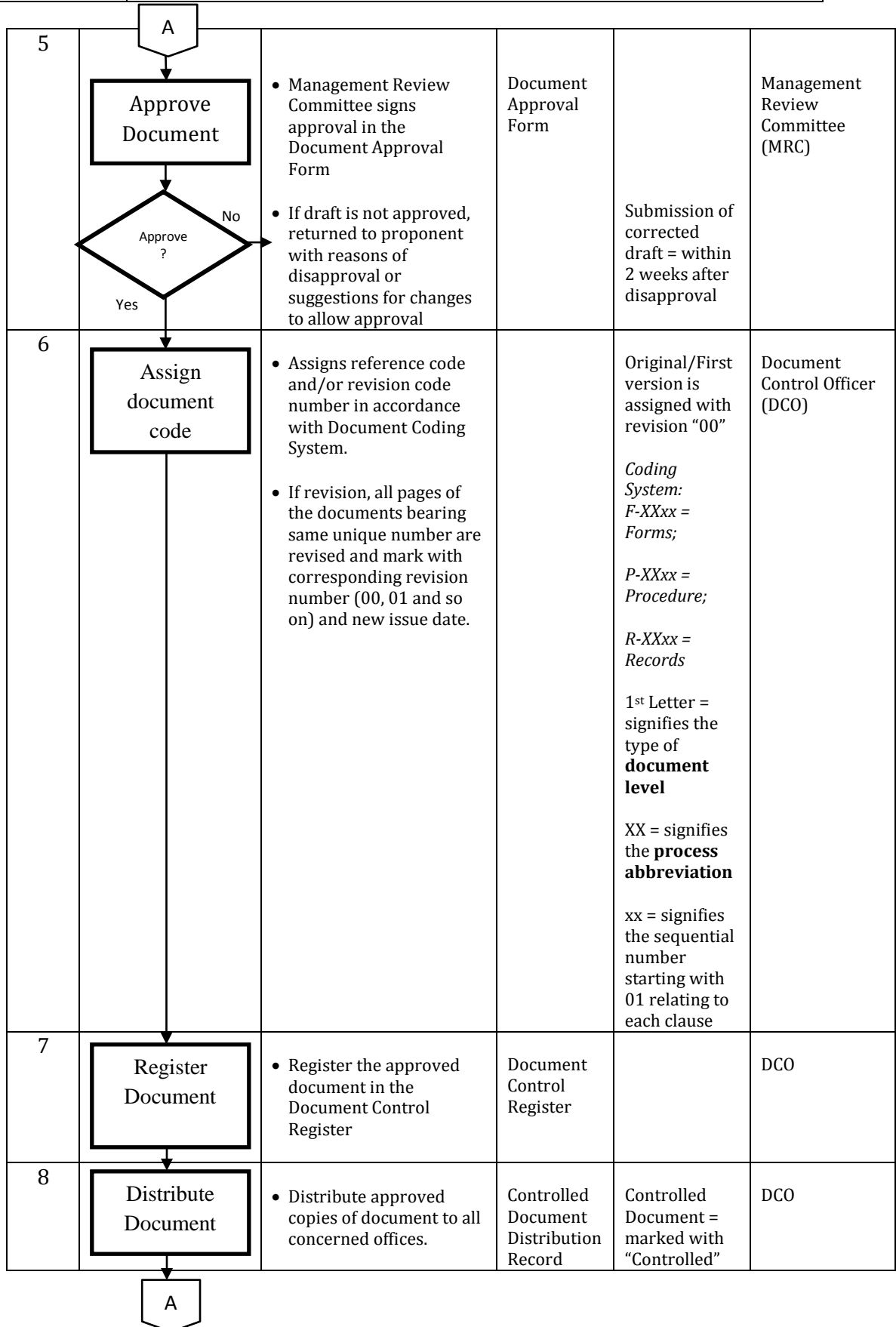
Uncontrolled Document - final version of document distributed to recipients who are not required to be kept up-to-date if the document changes.


University Quality Management Representative (UQMR) – monitors and coordinates the implementation of the QMS, specifically on the usage of correct document with correct versions of the concerned personnel

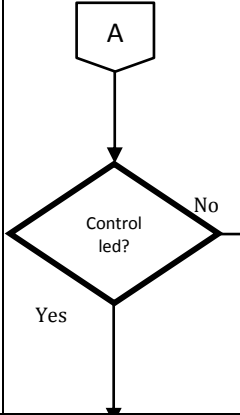
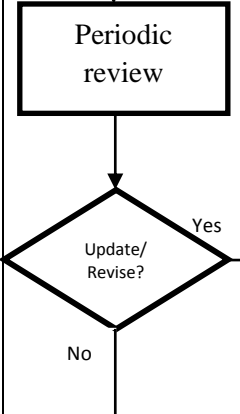
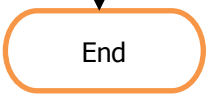
5. Process Flow

Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
					
1		<ul style="list-style-type: none"> Receive the document and the Document Approval Form from the proponent 	Document Approval Form		Document Control Officer (DCO)
2	 	<ul style="list-style-type: none"> Identify type of document whether internal document or external origin document 			DCO
	<p>No</p>  <p>External Origin Document List</p>	<ul style="list-style-type: none"> Record external origin document in the External Origin Document List 	External Origin Document List	Subject to annual periodic review for applicability	
	<p>Yes</p> 				
3		<ul style="list-style-type: none"> Identify the document accordingly as to the following: New draft For revision 			DCO
4	 	<ul style="list-style-type: none"> Management Review Committee (MRC) reviews document 			Management Review Committee (MRC)

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		<ul style="list-style-type: none"> Record of issuance of controlled document through Controlled Document Distribution Record Record issuance of uncontrolled document in the Uncontrolled Document Distribution Record 	Uncontrolled Document Distribution Record		
9		<ul style="list-style-type: none"> Conduct annual review of document for applicability and possible update <p>If there is update/revision, go back to Step 2.</p>	Document Master List Document/ Data Change Form	MRC DCO Proponent	
					

6. Guidelines:


6.1 Internal forms needed by the Unit shall be designed, developed, distributed for use and/or revised subject to the document control procedure.

6.2 Control of documents related to the QMS shall only be applicable to records created after the approval of the Quality Management System.

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VI. APPENDICES

Appendix A	F-DC01	Document Approval Form
Appendix B	REG-DC01	Document Control Register
Appendix C	REG-DC02	Controlled Document Distribution List
Appendix D	REG-DC03	Uncontrolled Document Distribution List
Appendix E	REG-DC04	Document Master List
Appendix f	REG-DC05	External Origin Document Register

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"Appendix A"

F-DC01

DOCUMENT APPROVAL FORM

Request for Approval (Check One):

_____ New Document

Name of Proposed Document:

_____ Revision of Existing Document

Ref. _____ Document Name:

Proponent:


Date

Reviewed By:

Date

Approved by:

EFFECTIVE DATE:

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"Appendix B"

REG-DC01

DOCUMENT CONTROL REGISTER

