



WORK INSTRUCTION -DOCUMENT NUMBERING SYSTEM

I. PURPOSE

To establish a numbering system for the quality system documents of University Extension Services Department (UESD) to ensure their proper organization.

II. EQUIPMENT TO BE USED

Computer, Printer

III. INSTRUCTIONS

1. Upon receipt of the document for registration, determine the following:
 - Author or originator
 - Type of Document
 - Number of latest document of the same type established by the originator
2. Assign a number to the document following the nomenclature shown (see illustration).
3. Register the document on the Masterlist of Registered Documents or Master list of Records, whichever is applicable.

Illustrations and Drawings:

NEUST- ZZZ -X YYY

Acronym of the University

3 letter code- Acronym of the Extension Services Department/Section
 ESD- Extension Services Department
 IQA- Internal Quality Audit
 DCO - Document Control Officer

1 letter-code representing the type of the document

F- Form
 P- Procedure
 WI- Work Instruction
 G- Guidelines
 M- Manual
 ED - External Documents

3 digits representing the number of the document per document type authored by an originating office or college



**NEUST-ESD
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