	Republic of the Philippines **Nueva Ecija University of Science and Technology** **General Tinio Street, Cabanatuan City** **ISO 9001:2015**

QUALITY SYSTEM PROCEDURE			
Title:	Control of Documented Information		
Document No:	NEUST-QMS-P001		
Rev. No:	**00**	**Effective Date:**	September 5, 2018

DOCUMENT REVISION HISTORY

Rev. No	Effective Date	DCN Number	Details	Initiator
00	September 5, 2018	0002	First Issue	Dr. Melissa M. Lepon

Prepared by:	Reviewed by:	Approved by:
MELISSA M. LEPON, Ed.D. *Document Control Officer*	**ANALYN M. GAMIT, Ph.D.** *QMR/ QA Director*	**FELICIANA P. JACOBA, Ed.D.** *University President*

CONTROL OF DOCUMENTED INFORMATION

1.0 Purpose

1.1. To establish the documented information requirements
1.2. To ensure the control of:
  1.2.1. Creation and Generation;
  1.2.2. Review and Approval;
  1.2.3. Registration;
  1.2.4. Revision;
  1.2.5. Distribution;
  1.2.6. Retention, Maintenance and Protection;
  1.2.7. Deletion and Disposition of documented information.

2.0 Scope

2.1 This procedure covers the control of all internal and external documentation determined by the organization to ensure the effective implementation of its management systems.

3.0 Reference

3.1 ISO 9000:2015-Quality Management Systems Standard
3.2 ISO 9001:2015-Quality Management System Requirements

4.0 Definition of Terms

4.1 **Medium/ Media** - Medium is where the documented information is contained. It can be paper, magnetic, electronic or optical computer disc, master sample or a combination thereof
4.2 **Retention Period** - The life cycle of documented information
4.3 **Distribution** - Dissemination or circulation of documented information
4.4 **Master List of Documentation** - A registration form used as monitoring of registered documented information
4.5 **Obsolete** - Refers to documentation that is no longer valid.
4.6 **Archive** - Refers to documentation which is no longer valid but are still retained for a specific purpose
4.7 **Approval Date** - The date which the document is approved by the signatories
4.8 **Effective Date** - The date on which a document is implemented
4.9 **Approving Authority** - The individual who has the authority to approve the document
4.10 **Registration** - Refers to the entry of documented information in the Master list
4.11 **Master Copy** - The official version of any documentation controlled by DC as identified in the Master list of Documentation. This can be either electronic or non-electronic (signed, printed copy)
4.12 **Controlled Copy** - Refers to a duplicate copy from the Master Copy, distributed by the DC or the Originator, which cannot be reproduced and/or changed without approved registration with the DC. Controlled copies are subject for updating whenever necessary.
4.13. **Uncontrolled Copy** - Refers to a duplicate copy from the Master Copy, distributed by the DC to the requesting interested parties, but are no longer subject for retrieval and updating when the Master Copy has been amended
4.14. **Revision** - Any change, modification, or newly edited version of a document
4.15. **Legal Requirement** - Refers to documents defined and/or identified by law that may pertain to the restrictions, requirements, licenses, and permits imposed by the government that is applicable to the products and services provided by the organization

4.16. **Storage** - Similar to an archive, it pertains to the process for storing and maintaining of all documented information

4.17. Level of Documentations

4.17.1.1 **Quality Manual**-company scope and process interactions within QMS interactions within QMS;

4.17.1.2 **Procedures-Responsibilities**, process, controls and activities within QMS that customer service;

4.17.1.3 **Work Instructions, Forms, Checklists**-Supports the QMS processes;

4.17.1.4 **Records**-type of document that serve as objective evidence to demonstrate our goal in achieving satisfaction.

5.0 Responsibilities

5.1 **Document Control Officer (DCO)** - responsible for the monitoring and implementation of documentation controls throughout the organization

5.2 **Document Control Custodian (DCC)** - assists the DCO in the monitoring and implementation of documentation controls within their Division

5.3 **Originator/Process Owner** - Concerned personnel who created or has the authority to revise the document

6.0 Procedures

6.1 Preparation

6.1.1 When creating the documented information, the following are the requirements to ensure the unique traceability of each documented information. Indicate the following:

6.1.1.1 Title of documented information.

6.1.1.2 Update the Revision History Form. For new documents, the status is set to **"FIRST ISSUE**".

6.1.1.3 Originator/Initiator (Name of the author) of the document.

6.1.1.4 Page numbers at the upper right side of each page.

6.1.1.5 Revision Number

6.1.1.6 Effective Date

6.1.2 Once the documented information is ready for review and submission for approval, follow the Review and Approval Matrix as seen in the table below:

REVIEW AND APPROVAL MATRIX TABLE

PROCESSES	ORIGINATING	REVIEWING AUTHORITY/DIVISION	APPROVAL AUTHORITY
Quality Management System (procedures and relevant forms)	Process Owner	QMR/ Vice Presidents	University President
Office/Department/ College/Campus Procedure, Work Instructions and relevant forms	Process Owner (Directors or Deans)	Vice President/ University President	University President
Control Plans	Any personnel from Top Management (indicate position)	QMR	University President

6.1.3 Font type shall be Times New Roman.

6.1.4 Paper size for all QMS procedures, guidelines, and workstations shall be 8.5" x 13" (Folio). The Quality Manual can be reproduced in smaller size of paper for convenience and portability as per QMR's discretion.

6.1.5 Font size shall have a minimum size of 12 to ensure readability and the maximum font size is as per writer's discretion.

6.1.6 As applicable, policies, procedures, and work instructions, shall have the following sections:

6.1.6.1 Purpose;
6.1.6.2 Scope;
6.1.6.3 Reference;
6.1.6.4 Definition of Terms;
6.1.6.5 Responsibilities;
6.1.6.6 Procedure and;
6.1.6.7 Records/forms.

6.1.7 For documents not requiring signatures, back portion of the original copies are marked "**MASTER COPY".**

6.1.8 In case of the need to indicate corrections in filling out documents, the proper correction procedure is done by: drawing a line over the text/s to be corrected or erased, writing the correct text/s close to the corrected text/s clearly and legibly and counter signed by the corrector.

6.1.9 The Document History Form, together with the attached documented information, shall pass thru to the affected Department Head for their review and approval.

6.1.10 Once approved, the documented information will be registered by the Document Control Officer and the division head/document owner shall orient all affected employees.

6.2 Registration of Documented Information (For Document Control Officer's use only).

6.2.1 Document Control Custodian (DDC) shall fill-up the First page of Document Control Notice Form and coordinate with the Document Control Officer (DCO) for the sequence code and numbering of the new documented information.

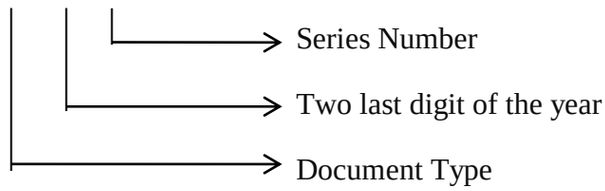
6.2.2 Document Control Officer (DCO) shall assign DCN Number log the documented information to the Document Control Notice log sheet.

6.2.3 Originator shall submit both hard and soft copy of the approved documented information to the Document Control Officer with attached Document Control Notice and Orientation/Attendance Form to register his/her documented information. Orientation may be done at a later schedule, but is required prior to full implementation of the newly created/approved document.

6.2.4 Document Control Officer shall register all documented information and assign the respective document numbers. Forms may be filled out hand written or computerized.

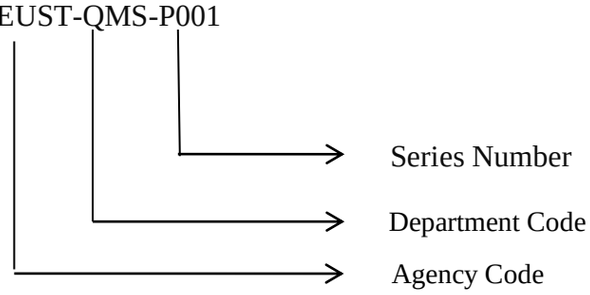
6.2.4.1 Documentation Numbering for Document Change Notice (DCN)

Example: DCN-18-0001



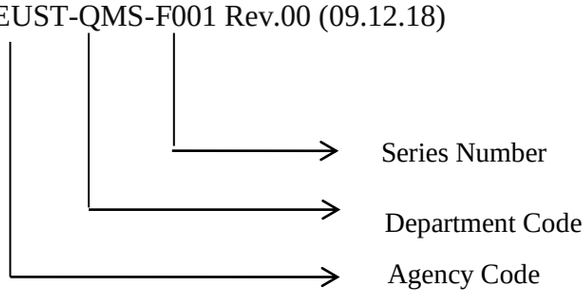
6.2.4.2 Procedure/Work Instruction

Example: NEUST-QMS-P001



6.2.4.3 Forms Coding

Example: NEUST-QMS-F001 Rev.00 (09.12.18)



"Revision No. and Date shall form part of the Form Code
NEUST-QMS-F001
Rev.00 (09.12.18)

6.2.5 Mark the 1st page of the document with a "**MASTER COPY**" Stamp. All registered documentation is considered final and approved for use and distribution.

6.2.6 Reproduce a copy in black and white and mark the 1st page of the issued copy to the affected department with a "**CONTROLLED COPY**" Stamp.

6.2.7 For Forms, stamp is not required

6.3 Distribution and Retrieval of Documented Information

6.3.1 Original/Master Copy of documented information shall be printed in colored, while the controlled copy/ies are reproduced in black and white.

6.3.2 The concerned personnel shall acknowledge the receipt of the documented information copy by signing on the space provided on the second page of DCN.

6.3.3 Electronic Documentation of QMS Manual, Procedures and Selected forms must be uploaded in the University's Official Website.

6.3.4 When a reference document will be subjected for obsolescence, all affected relevant documents shall be reviewed for revision or for obsolescence by the originator.

6.3.5 Upon the effective date of a revised approved document, Document Control Officer shall immediately remove the obsolete master (printed) copy and electronic (files) copy. The DCO is also responsible in retrieving all obsolete controlled copies from all points of distribution.

6.3.6 DCO shall pull out the master/original copy of obsolete DCN forms from DC file and check it against the retrieved documents.

6.3.7 DCO shall identify obsolete master copy of documentation by stamping **"OBSOLETE COPY"** on all pages in purple ink and kept according to recommended retention period.

6.3.8 To re-use obsolete controlled copies of non-confidential documentation, mark a **"/"or "X**" across the entire page prior to use.

6.3.9 All copies requested by external parties, or those which are not included in the regular distribution list are stamped "**UNCONTROLLED COPY**"

6.4 Document Request

6.5 Reviewing and Updating Documented Information

6.5.1 DCO shall issue a Periodic Review Log to originator with attached documents which have not been revised within a year.

6.5.2 Originator shall review the document for continuing applicability or to improve by revising the document and to indicate in the Periodic Review Log whether to tag as obsolete, revise or continue implementing the documents.

6.6 Control of External Documented Information

6.6.1 External documents such as legal documents and other documents from external parties and subcontractors are endorsed to concerned departments. These shall be stamped "**RECEIVED**" and log in to Master list of External Documents.

6.6.2 Concerned Process Owner shall submit Master List of External Documents to the Document Control Officer.

6.6.3 DCO shall update the master list as necessary.

6.7 Color Coding of Stamp

6.7.1 Use Red Ink - Master Copy and Controlled Copy

6.7.2 Use Black Ink - Uncontrolled Copy

6.7.3 Use Purple Ink - Obsolete Copy, Confidential Copy

6.8 Documented Information at Shared Folders

6.8.1 Shared folder can be accessed by authorize NEUST Staff.

6.9 Documented Information Back Up and Retention

6.9.1 Back up of documentation shall be done once a week or as needed by using External Drive

6.9.2 Retention Period and Disposition of NEUST Documented Information is in accordance with General Records Disposition Schedule (Pambansang Sinupan /RA 9470 National Archives of the Philippines and NEUST Records Disposition Schedule.

7.0 Records/Forms

7.1 Document Control Notice

7.2 Document Control Notice Log

7.3 Document History Form
7.4 Master list of Obsolete Document
7.5 Document Review Form
7.6 Periodic Review Log
7.7 Master list of External Documents
7.8 Master list of Internal Documents