

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-02-03
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	01 July 2023
SUBJECT	FILING AND UPDATING OF REVISED DOCUMENTED INFORMATION		

PERSON RESPONSIBLE: Document Custodian

STEPS:

- 1.0 Receive the signed revised document with the accomplished DC F01 form from the process owner;
- 2.0 Photocopy the duly revised document based on the number of designated copyholders;
- 3.0 Stamp "Controlled" on every page of the photocopied revised document and indicate the number series of the copyholder per set document.
- 4.0 Distribute the controlled photocopy of the revised document to the designated copyholders.
- 5.0 *Scanned the signed revised document with the accomplished DC F01 form from the process owner and upload the pdf file to the Document Management System (DMS) that serves as the central repository for all documents related to QMS.*
- 6.0 *Once the document has been uploaded to the DMS, communicate the changes to the relevant parties who will be affected by the revision. Ensure that all stakeholders are aware of the updated version and understand how to access it.*
- 7.0 *Original copies of QMS documents are filed and kept at filing cabinets with proper labels for easy retrieval of records and safekeeping to protect from damage.*

Prepared by:  Document Custodian	Approved by:  Quality Management Representative
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