

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-02-01
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 2
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	01 July 2023
SUBJECT	HOW TO REVISE CONTROLLED DOCUMENT		

PERSON RESPONSIBLE: Document Custodian / Process Owner

STEPS:

- 1.0 *Identify the need for revision: determine the reason for revising the document. This could be due to changes in regulations, process updates, corrective actions, or feedback from stakeholders.*
- 2.0 Whenever necessary, issue an uncontrolled copy of document for revision of the concerned process owner together with the DC F01, Document Change Request Form (DCR).
- 3.0 Accomplish DC F01 indicating the revision content, reason for revision, and date revised. *Ensure that the changes made align with the purpose and scope of the document. Use clear and concise language to convey the necessary information.*
- 4.0 Incorporate the approved revision/s on the document.
- 5.0 Open document file through the MS Word Application.
- 6.0 Supply the password for the document file being edited to initiate changes.
- 7.0 Process Owners encode the revision/s.
- 8.0 Indicate changes by changing the font of edited area into italic format.
- 9.0 Process Owners check the pagination of the document.
- 10.0 Change the Revision Number by determining the frequency of revisions made in the particular document.
- 11.0 *Submit DC F01 to DC. The DC assigns code to the new document using appropriate coding system prior to submission of document to the QMR for review and approval.*
- 12.0 Check the approved DC F01 and set the effectivity date (at least one week after approval) of the revision.
- 13.0 Check if the revision had affected the other part of the document (e.g., Table of Contents, Page No., etc.) and update changes in the TOC.
- 14.0 Process Owners print a copy of the revised document and forward it to the Document Custodian and QMR for their signatures. Signatures should be in blue ink to have distinction of the original copies.
- 15.0 *Scan the approved and duly signed revised document to be uploaded to DMS by the MIS Unit.*
- 16.0 *Once the document has been approved, communicate the changes to the relevant parties who will be affected by the revision thru issuance of Memo. Ensure that all stakeholders are aware of the updated version and understand how to access it.*

Prepared by:  Document Custodian	Approved by:  Quality Management Representative
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