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|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX | DOCUMENT CODE | PM-QMR-02-01 |
| | PROCEDURES MANUAL | REVISION NUMBER | 4 |
| | | PAGE NUMBER | 1 of 5 |
| SECTION | DOCUMENTATION REQUIREMENTS | EFFECTIVITY DATE | 01 July 2023 |
| SUBJECT | DOCUMENTED INFORMATION (Documents) | | |

1.0 OBJECTIVE

To ensure that all documents in DOST Regional Office No. IX's Quality Management System are approved for adequacy prior to use, reviewed and updated, identified as to changes and the current revision status, available at points of use, legible and readily identifiable, identified as to external origin and their distribution controlled and prevented from unintended use of obsolete documents.

2.0 SCOPE

This procedure covers all activities related to the control of internal and external documents.

3.0 ACCESS


This manual is made accessible through the Document Management System (DMS) that serves as the central repository for all relevant documents related to QMS.

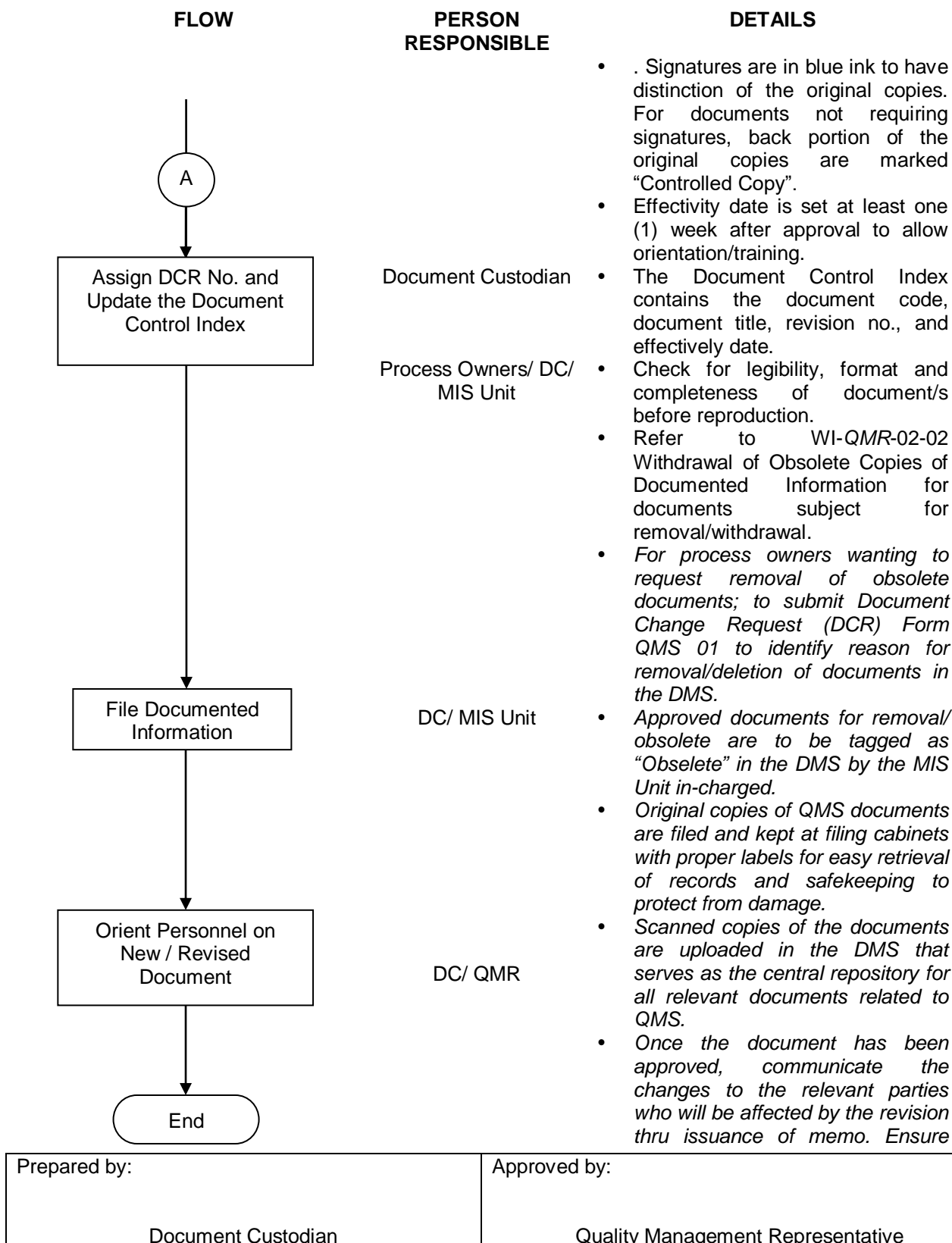
The original copy of this document is managed by the Document Custodian, and any updates, revisions, or modifications to this manual should be directed to the Document Custodian for proper documentation and version control.


4.0 DEFINITION OF TERMS

| | | |
|---------------------------------------|---|---|
| Controlled Documents | - | refer to documents for which there are specified requirements on initiation/ review/ approval/ registration/ issuance/ revision/ obsolescence and withdrawal. |
| DC | - | refers to Document Custodian. |
| Document Change Request (DCR)- | | refers to form used to create or change a document. |
| Effectively Date | - | refers to the date when a revision is made effective and is indicated on a per page per document basis. |
| External Documents | - | refer to documents not generated by DOST Regional Office No. IX. |
| Internal Documents | - | refer to documents generated by DOST Regional Office No. IX. |
| Master List | - | refers to list, which identifies the Quality Management System documents indicating current revision status. |

| | |
|--------------------|-----------------------------------|
| Prepared by: | Approved by: |
| Document Custodian | Quality Management Representative |

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FLOW

PERSON RESPONSIBLE

DETAILS

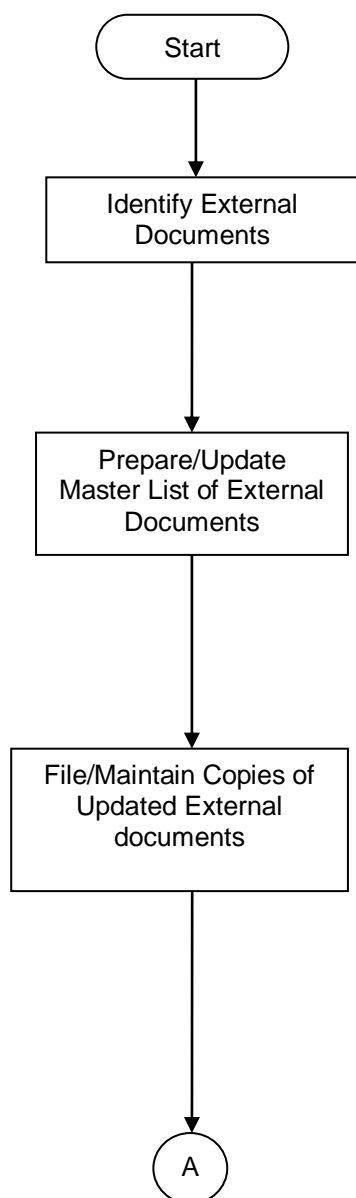
that all stakeholders are aware of the updated version and understand how to access it.

B. EXTERNAL DOCUMENTS

FLOW

PERSON RESPONSIBLE

DETAILS



Concerned Process Owner

Concerned Process Owner

Concerned Process Owner


- *Process owners identify relevant externally sourced documents and prepare a masterlist.*
- *The Master List of Externally Sourced Documents includes the following:*
 - Document Code
 - Document Title
 - Location
 - Responsible Person
 - Year Published
 - Effectively date and revision status of the master list.
- *To ensure clear identification and distinction between the masterlists, assigning unique codes allows for accurate tracking, referencing, and retrieval of information. Hence, the coding system for Master List of Externally Sourced Documents shall follow the coding systems below: ML-XXX-00 where:*
 - ML - Master List
 - XXX - Name of Functional Unit
 - 00 - Record Number
- *For the individual coding of the Document Code, the coding structure below must be followed; XXX-EXT-000 where:*
 - XXX - Name of Functional Unit
 - EXT – External Document
 - 000 - Record Number
- *The Master List of External Documents shall be prepared/ updated by the concerned process owners and approved by the Quality Management Representative (QMR).*
- *Use Document Change Request*

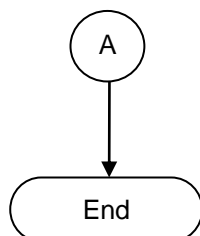
Prepared by:

Document Custodian

Approved by:

Quality Management Representative

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MIS Unit

(DCR) Form indicating the changes made (for revisions).

- *Concerned Process Owner keeps their own updated Master List of External Documents, filed and kept at filing cabinets with proper labels for easy retrieval of records and safekeeping to protect from damage.*
- *Scanned copies of these documents are uploaded/accessible in the DMS.*

Prepared by:

Document Custodian

Approved by:

Quality Management Representative