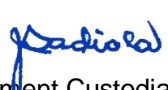

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-02-02
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	01 July 2023
SUBJECT	WITHDRAWAL OF OBSOLETE DOCUMENTS		

PERSON RESPONSIBLE: Document Custodian / Process Owners

STEPS:

- 1.0 *Conduct regular review of QMS documentation and identify any documents that are no longer valid, outdated, or no longer in use. This can include policies, procedures, work instructions, forms, or any other documents that have become obsolete. Assess each identified document to confirm its obsolescence. Ensure that it has been replaced by an updated version, or if it is no longer needed due to changes in processes or regulations.*
- 2.0 *Once potential obsolete documents are identified, the process owners should accomplish DC F01, Document Change Request Form to process request of document/s to be withdrawn/ removed/ for obsolete.*
- 3.0 *For physical copies of documents, once request is approved, the DC will proceed with its withdrawal and update the Document Control Index to track down withdrawal status of obsolete documents. The DC will clearly mark the document as "OBSOLETE" on the header or cover page and on each page of the document. Obsolete or superseded physical records shall be securely archived and retained in accordance with the organization's retention policy.*
- 4.0 *For electronic copy of the document in the Document Management System (DMS), MIS Unit in-charged/manager to proceed with the deletion of the approved obsolete documents in the DMS.*
- 5.0 *Records that have met their retention requirements and are no longer needed shall be identified for disposal. Disposition methods shall comply with legal and regulatory requirements and may include secure destruction for physical records or secure deletion for electronic records.*
- 6.0 *The withdrawn document will be securely stored in an archive folder or location to maintain a record of historical documentation for reference and audit purposes.*
- 7.0 *The DC will ensure that all affected personnel are informed about the withdrawal of the obsolete document and are directed to use the updated version or replacement.*

Prepared by:  Document Custodian	Approved by:  Quality Management Representative
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