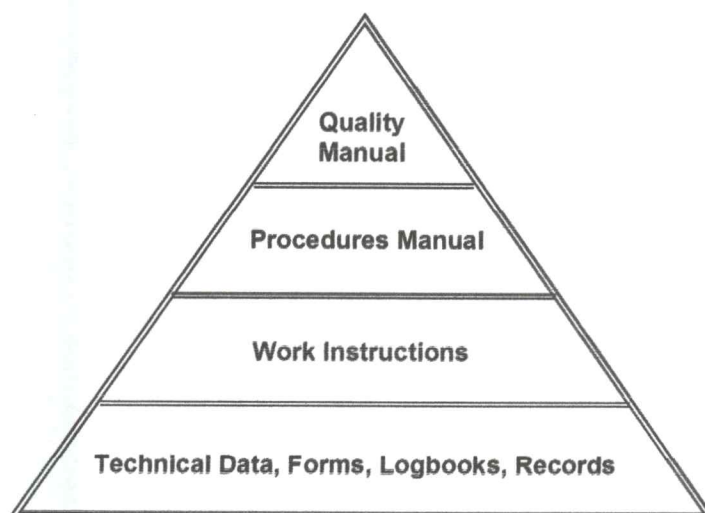
	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX-07-05
	QUALITY MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 2
SECTION	<i>SUPPORT</i>	EFFECTIVITY DATE	01 July 2023
SUBJECT	DOCUMENTED INFORMATION		

Documentation of DOST Regional Office No. IX is embodied in the documented statements of quality policy, objectives, scope as required by ISO 9001:2015, including quality manual, and documented procedures and information needed to ensure the effective planning, operation, and control of the identified processes.

The Quality Manual includes:

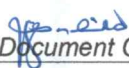

- The scope of the QMS as well as the details and justification for the exclusions in the QMS requirements;
- The linkage of the procedures to the QMS; and
- The description of the interaction between the processes of the QMS.


The hierarchy of the QMS documentation is shown below:



Required documented information are maintained as evidence of implementation.

The top management is responsible for the implementation of this policy.

Prepared by:  Document Custodian	Approved by:  Regional Director
---	--

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX-07-05
	QUALITY MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 2
SECTION	SUPPORT	EFFECTIVITY DATE	01 July 2023
SUBJECT	DOCUMENTED INFORMATION		



Control of Documented Information

Internally generated documents and documents of external origin (in both hard copy and electronic form) needed for the effective implementations of its QMS are controlled. All documented information is identified, stored, protected, retrieved, retained for the required periods, and disposed of following a documented procedure. A documented procedure is maintained by the Document Custodian to ensure that:

- Documented Information are collected and monitored.
- Revisions resulting from reviews and updating are authorized by the same positions that performed the original review and approval. Letters in italics indicate changes to documents.
- The relevant versions of applicable documented information are available in areas where these are needed.
- Documented Information are legible and readily identifiable. A coding system is utilized for this purpose.
- Documented Information of external origin are identified and their distribution controlled. A Master List of Externally Sourced Documents is maintained.
- A Master List of Controlled Documents is maintained by DC to prevent the use of obsolete documents *ensuring that the latest revisions or versions of documents are available to the relevant individuals or units and that obsolete or superseded documents are removed from circulation.* The list includes documents needed for knowledge-preservation and legal purposes. Such documents are properly marked.

The Document Custodian establishes a system for document retrieval to ensure that authorized personnel can easily access the required documents when needed. This may involve organizing documents in the centralized repository or implementing an electronic document management system (DMS) for efficient search and retrieval to effectively manage revisions or updates to documents and ensures that changes are properly reviewed, approved, and documented, and that the updated versions are communicated to relevant stakeholders.

The Document Custodian ensures that records remain legible, readily identifiable and retrievable. A Master List of Quality Records is maintained to ensure control. Maintenance and storage of confidential records are the responsibility of the concerned functional units.

Prepared by:  Document Custodian	Approved by:  Regional Director
---	--