**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 0 | Oct. 30, 2015 | Created the document. | Serve as a guide in document re-approval. | RCGanal | ECVentura |
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1. **Objectives**

* To provide a guide on the employees on how to conduct document review and re-approval.

1. **Responsibility**

QMR, Document Controller, Unit Heads, Designated Staff

1. **References**

* Document Control Procedure

1. **Guidelines**
2. Every August of each year, all units should review their documents for adequacy and relevance.
3. The frequency of review of documents will be based on this matrix.

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| **Type of Document** | **Frequency of Review** |
| Quality Manual and annexes | Every 3 years |
| Procedures Manual | Every 2 years |
| Supporting Documents | Every year |

1. The QMR with the help of the Document Controller shall give a deadline for the review and update of documents (if necessary). It will be indicated Target date for completion column of the Document Re-approval Checklist.
2. The target date set by QMR/DC shall be based on the complexity and number of documents to be reviewed.
3. The Document Controller shall send the Document Re-approval Checklist to all unit heads on the last week of July. The said checklist should include all the documents of each unit.
4. If there is a need to revise a document, the designated staff should check-in the revised document using the Online DRC filing system on or before the Target date of completion.
5. If there is a document that is no longer being used, the designated staff should also file for its deletion using the Online DRC filing system.
6. If the document is still relevant, indicate “Retain” in the Action Plan column of the Document Re-approval Checklist. This means that the document/s is/are re-approved.
7. After reviewing all the documents, the Unit Head shall email the checklist to the Document Controller who will be responsible in collating the files from different units and uploading it in the Amazon cloud server.