

DOCUMENT AND DATA CONTROL PROCEDURES (Quality & Procedures Manuals)

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**This document must not be passed or copied to other Companies or persons
without the written authority of the Board of the Institute for Supply Chain Excellence.**

Description: New Issue
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

- 1 Subject** Document and Data Control Procedure
(Procedures Manual)
- 2 Purpose** To define procedures which are relevant to controlling the circulation of documents issued through the Institute for Supply Chain Excellence - Quality Management System.
- This document specifies the methods to be used in the proper control of all documents and the procedures to be followed by those authorised to make changes.
- 3 Scope** The contents of the Quality & Procedures Manuals and any such revisions to these documents.
- 4 References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.5
Procedures Manual ref:
MS/414.01 Corrective and Preventive Action.
- 5 Documentation**
- | | | |
|-----|---|------------------------|
| 5.1 | Circulation List | ref: MS/405.01 - 7.2.1 |
| 5.2 | Documents List | ref: MS/405.01 - 7.2.2 |
| 5.3 | Sample of "Controlled Document" stamp | ref: MS/405.01 - 7.3.1 |
| 5.4 | Sample of "Uncontrolled Document" stamp | ref: MS/405.01 - 7.3.3 |
- 6 Definitions** Nil
- 7 PROCEDURES**
- 7.1 Responsibility**
- 7.1.1 The Quality co-ordinator is responsible for implementing Document Control procedure
ref: MS/405.01
- 7.1.2 All Manual Holders are responsible for the safe keeping of controlled documents in their care.
- 7.1.3 Before issue all documents shall be reviewed for errors and shall be approved by the Quality co-ordinator when found to be in order. No changes shall be made to controlled documents except as in accordance with the procedures as specified in 7.4 (below).

7.2 Circulation and Document Lists

- 7.2.1 The 'Circulation List' identifies each copy of the manual and indicates the owner of the manual and where it is kept. (see attachment 5.1)
- 7.2.2 The 'Document List' lists all Procedures contained within the Procedures Manual and shows for each procedure the current revision number and the date the revision was made. Whenever changes are made to procedures, the document list shall be amended accordingly. (see attachment 5.2)
- 7.2.3 A 'Circulation List' and 'Document List' are part of the Procedures Manual.
- 7.2.4 A 'Circulation List' is also included in the Quality Manual.

7.3 Controlled and Uncontrolled copies of the 'Quality & Procedures Manuals'

- 7.3.1 Controlled copies of the manuals shall be printed on A4 size, white 80 or 90 grams' paper and shall be identifiable by the "Controlled Document" stamp. (see attachment 5.3)
- 7.3.2 The use of uncontrolled copies of manuals within the Institute is not permitted.
- 7.3.3 On no account shall controlled or uncontrolled copies of the Procedures Manual be circulated outside the Institute without the prior approval of the Board.

7.4 Authorised changes to Controlled Documentation

Changes to the Procedures Manual may only be made by quality co-ordinator in accordance with Corrective and Preventive Action Procedure ref MS/414.01

7.5 Document Change Procedure

- 7.5.1 The quality co-ordinator shall arrange for a revised copy of the relevant documentation to be prepared to the agreed standardised format. Text relating to specific changes to the documentation shall be typed in *Italics*. Prior to making the required changes, previously revised text shall revert to standard typeface.
- 7.5.2 The required number of copies shall be printed on the paper as specified in 7.3 above.
- 7.5.3 Each copy of the document shall be approved by the quality co-ordinator as per the procedures specified in 7.1.3 above.
- 7.5.4 The quality co-ordinator or their appointee shall update all controlled copies of copies of the Procedures Manual and shall at the same time remove and destroy all documents which the revisions have rendered out of date.
- 7.5.5 A copy of the revised document, along with a copy of the superseded document shall be filed with the copy of the Corrective and Preventive Action Form Ref: MS/414.01 - 7.2.1
- 7.5.6 The Document List shall be amended and the Corrective Action records updated as per the procedures specified for Corrective and Preventive Actions ref: MS/414.01.

7.6 Inspection of Controlled Documents.

- 7.6.1 The Quality co-ordinator shall on a regular basis (minimum once per year), inspect each controlled copy of the Procedures Manual.
- 7.6.2 The inspection shall be recorded on Manual Inspection Record (see attachment 5.1), which shall be printed at the bottom of the Circulation List sheet of each manual in circulation.
- 7.6.3 Errors or omissions detected in the Manuals by members of staff shall be brought to the attention of the quality co-ordinator who shall take the appropriate steps for the correction of same.

Document No: MS/405.01 - 7.2.1
Procedure Group: Document and Data Control - Manuals
Issue No: 1
Revision No: 0
Date: August 2015

SAMPLE

Attachment 5.1

The Institute for Supply Chain Excellence - Quality Management System

PROCEDURES MANUAL - CIRCULATION LIST

List MS/405.01 - 7.2.1

Copy No	Holder	Location	Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

MANUAL INSPECTION RECORD

Inspected by:	Date:	Inspected by:	Date:	Inspected by:	Date:

Description: (New Issue/ Revised Issue, as appropriate)
Issued by: (quality co-ordinator)
Approved by: (quality co-ordinator)

SAMPLE

Attachment 5.3

Detail of "Controlled Document" stamp used on the cover page of all valid, controlled Quality Manuals and Procedures Manuals which form part of the Institute for Supply Chain Excellence - Quality Management System.

CONTROLLED DOCUMENT
COPY No

SAMPLE

Attachment 5.4

Detail of "Uncontrolled Document" stamp used on the cover page of all copies of Quality Manuals and Procedures Manuals which do not form part of the quality system.

UNCONTROLLED DOCUMENT
COPY No