

**1.0 PURPOSE**


This documented information defines the policies and procedures on the maintenance of all documented information to ensure that appropriate versions of documented information are identified and made available at point of use. It also aims to ensure that documented information of external origin is identified, and their distribution controlled

**2.0 POLICY**

It is the policy of the PSC to ensure that pertinent documented information is properly identified, updated, approved and made available at points of use. Likewise, it is the policy of the PSC to ensure that documented information of external origin is identified and controlled during distribution.

**3.0 DEFINITION OF TERMS:**

- 3.1 Documented Information- as meaningful data that is required to be controlled and maintained by the organization and the medium on which it is contained. Notes to this definition indicate that documented information can refer to the Quality Management System (QMS) and its processes, documentation, and “records”.
- 3.2 Maintained (Active) Documented Information - refers to documented information within the active retention period specified in the Documented Information Disposition Schedule.
- 3.3 Retained (Inactive) Documented Information – refers to documented information in written form or any material – whether on film, negative, tape or other medium capable of being reproduced; or by means of any recording device or process, computer or other electronic device.
- 3.4 Controlled Documented Information - are documented information uploaded in an exclusive site and are within the control of the Document Controller.
- 3.5 Document Controller – an individual designated to oversee, in coordination with Documented Custodians, the implementation of the Maintenance of Documented Information procedures within the PSC.
- 3.6 Document Custodian – an individual designated to help the Documented Controller implement the Maintenance of Documented Information Procedures within one’s Group / Office.
- 3.7 Documented Creation and Revision Form (DCARF) – a form used to suggest a creation or any revision to existing documented information.
- 3.8 Documented Information Identification Number – a set of characters, serving as the registration number, assigned by the Document Controller to an approved QMS documented information.
- 3.9 Documented Information Master List – a listing of documented information being controlled by the Document Controller for QMS documented information and the Document Custodians, for their respective externally-generated documented information.
- 3.10 Document Originator – any employee who initiates the creation or revision of any documented information.

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- 3.11 E-documented information - electronic documented information, are documented information that exist only in electronic form such as data stored on a computer, network, backup, archive or other storage media.
- 3.12 External Documented Information Distribution List – a register of the distribution of externally-generated documented information.
- 3.13 Externally-generated Documented Information – documents generated from sources outside of DAP and are in custody of the Documented Controller and/or the Documented Custodians because of its relevance to the Academy’s operations, in general and to respective Group’s / Center’s / Office’s operations in particular.
- 3.14 Master Copy – refers to any QMS documented information that is in the control and possession of the Document Controller.
- 3.15 Obsolete Documented Information – a superseded documented information indicated by red “Obsolete Document” mark. The latest obsolete documented information is kept by the Document Controller.
- 3.16 Process Owner – the officer who has supervision of the mandate a particular office is tasked to perform.
- 3.17 Revision History – used to record all changes / revisions to the documented information.
- 3.18 Uncontrolled Documented information – any document that was unofficially printed, reproduced and/or downloaded.

#### **4.0 SCOPE**

- 4.1 This procedure applies to all documented information needed for the Quality Management System of the Philippine Sports Commission.
- 4.2 This procedure also covers the monitoring and/or distribution of externally generated documents.

#### **5.0 RESPONSIBILITIES:**

- 5.1 QMS Core Team/QMS Leader/Head – Reviews the established procedures in line with the requirements of the ISO 9001 Standards and approves the same for implementation.
- 5.2 Documentation/Documented Information Team – Ensures that all documents are properly identified, updated, approved and made available at relevant areas for use. The DC is also responsible for the maintenance and implementation of this procedure on Control of Documents.
- 5.3 Document Custodians – Coordinates the implementation of this procedure within their respective group or center. Ensures that obsolete documents are identified and prevented from unintended use.
- 5.4 Document Originator – prepares the DCARF to initiates the creation and revision of any documented information.
- 5.5 Process Owner – reviews and approves DCARF.

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## 6.0 PROCEDURE DETAILS:

Ref. No.	Key Activities	Responsibilities
6.1	Creation/identification of documented information	Originator/ Document Controller
6.2	Review and acceptance of draft documented information	Concerned Officer/ Process Owner
6.3	Approval of documented information	QMS Core Team
6.4	Registration and stamping of documented information	Documentation/Documented Information Team /Document Custodians
6.5	Distribution of approved documented information	Documentation/Documented Information Team
6.6	Maintenance of Controlled Copies	Document Custodians
6.7	Document Revision/Updating	Originator
6.8	Control of External Documents	Document Custodians
6.9	Control of Electronic Document	Documentation/Documented Information Team

### 6.1 Creation/Identification of Documented Information


If a need to create/ revise documented information arises, the Document Creation and Revision Form (DCARF) are used. An Originator prepares the documented information to be created/ revised then the Document Controller/Documented Information Team will issue DCARF, together with the draft documented information. Draft documented information shall be labeled with watermark, if possible. The Originator may obtain a document code from the DC to initially identify/classify the document according to the established document coding system. (for PAWIM and Forms)

- Use Arial Font Style for PAWIM if possible

### 6.2 Review and Approval of Documented Information

Upon preparation of the DCARF and Draft documented information, these are routed to the concerned officer/process owner for review and acceptance. After the review, said officers/process owners endorse the draft document, together with the accomplished DCARF, to the QMR for review (for PAWIM) and to the QMS Head/Executive Director for approval. Approved documents bear the signature of approving authorities. Documented information shall be implemented upon approval of the document.

- Signatories shall use blue/black ink to sign documented information.
- *Creation/revision of Forms are reviewed and approved by the QMS Head*

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### 6.3 Registration and Stamping of Documents

6.3.1 Upon approval of the document, the DC confirms the revision of the document or assigns a new unique identification number according to the following classification:

- a. Quality Manual - PSC-QM
- b. Quality Procedure - PSC-QP-XX
- c. Standard Operational Procedure - PSC -SOP-CODE-nn
- d. Form - PSC-SOP/QP-CODE-nn Fnn

*note: CODE is BAFMS/BCSSS/BC/VFMS/GSDP/OED/BAC and nn are series numbers starting with 01*

6.3.2 Project-related policies follow the existing numbering system supplied by the PSC office.

6.3.3 The DC enters the details, of the documented information, in the Document Masterlist and keeps the master copy. The DC reproduces the master copy according to the number of custodians specified in the Distribution List. All copies of the documented information are stamped with “Controlled Copy” prior to distribution and “Uncontrolled Copy” for uploading in the PSC Website.

6.3.4 Document Control Stamps are maintained and used by the Document Controller.

### 6.4 Distribution and Maintenance of Documented Information Controlled Copies

6.4.1 All QMS documented information (Quality Manual & PAWIM), except the master copy of the Document Controller, shall be in electronic copy and shall be made available to all officers/staff of the PSC through the PSC file server/website.


6.4.2 For better control, access to the e-files shall be provided through a password that will be issued by the Information Systems Unit (ISU).

6.4.3 Only the Document Controller shall have the Quality Manual (QM) and the Procedures and Work Instruction Manual (PAWIM) in hard copy, the master copy. Any other hard copy/copies of the QM and the PAWIM shall be considered unofficial and uncontrolled documented information.

6.4.4 Electronic files of original copies of QMS documented information shall be uploaded edited and updated only by the Document Controller to protect from unauthorized copy and use. Anybody attempts to alter any document shall be dealt with accordingly.

6.4.5 QMS documented information, once uploaded onto the file server/website shall be considered current, hence, are applicable for adoption.

6.4.6 The Document Controller shall notify all concerned of new documented information or of changes in any documented information through the official PSC webmail.

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- 6.4.7 All existing forms prior to the implementation of the ISO-certified PSC Forms and all other government-prescribed forms being used by the PSC are deemed considered approved for use and application.
- 6.4.8 PSC office policies rules and regulations shall be formally issued through Office Orders, Memorandum Circulars, Special Orders and Memoranda and its Service Charter. These shall be disseminated through e-mail and are uploaded in the PSC file server/website. The original copies shall be available at the Records Section for reference purposes. These policy issuances are deemed valid for application, adoption and enforcement.
- 6.4.9 Distributed controlled copies of documents are recorded in the Document Distribution List by the DC. Upon receipt, the Document Custodian signs on the Distribution List.
- 6.4.10 If other than the controlled copy, a copy of the document is requested, said request is approved by the Document Controller. If approved, the Document Custodian may reproduce a “controlled copy” and stamp the copy with “Uncontrolled Copy”, in red ink, prior to release or distribution.

## 6.5 Document Modification/Revision/Update

- 6.5.1 If there is a need to update, modify, or revise a QMS document, the DCARF is used. The nature of revision is reflected in the “Revision History” (for PAWIM only) portion of the document page. If about 50% or more of the pages is affected by revision/change, the revision/change is classified as “Complete Rewrite”. In such case, revision number of all pages of the document shall follow the highest revision number of that document.
- 6.5.2 Review and approval of a revised document follow the guidelines set under Section 6.2 of this procedure. The Document Controller updates the Revision History page, which forms part of each document.
- 6.5.3 Upon distribution of the revised/updated document, obsolete copies are retrieved and stamped with “Obsolete Copy” in red ink. The Document Controller maintains the latest original copy of the obsolete document. Obsolete controlled copies are disposed in accordance with the procedure on Control of Records.

## 6.6 Control of Externally Generated Documents

- 6.6.1 Externally generated documents received either by the PSC Document Controller or the Document Custodians shall be registered in respective externally generated Documented Master list.
- 6.6.2 For certain documented information available at the internet, access shall be governed by concerned agency’s information access guidelines. However, documented information received through e-mail shall be recorded using the prescribed form for externally generated documented information.
- 6.6.3 Depending on its relevance, this externally generated documented information shall be distributed using the External Documented Information Distribution List to all concerned offices.

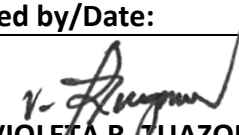




### 6.7 Electronic Copies of Documents

- 6.7.1 Electronic copies of documents are not used as reference for implementation since there is no assurance of being the latest version of the document. Electronic files of Original Copies are edited, copied, and printed only by the Document Controller to protect from unauthorized copy and use.
- 6.7.2 The Document Controller authorizes uploading and downloading of documents onto and from the intranet. Access to controlled documents available in the intranet is regulated through the use of an access code and password provided by the ---. Access to controlled documents available in the intranet may be extended to other users.

### 7.0 REFERENCES:

- 7.1 Document Masterlist
- 7.2 External Document Distribution List
- 7.3 Document Distribution List
- 7.4 Document Creation and Revision Form

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
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