REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Rey M. Raagas

1. PURPOSE

This procedure defines the requirements for the creation, review, approval, distribution, use and revision of BuCor quality management system documents.

2. SCOPE

This procedure applies only to documents which instruct BuCor staff on how to carry out activities and tasks; this includes manuals, procedures, forms and instructional sheets or posters. Documents outside of this scope do not require control.

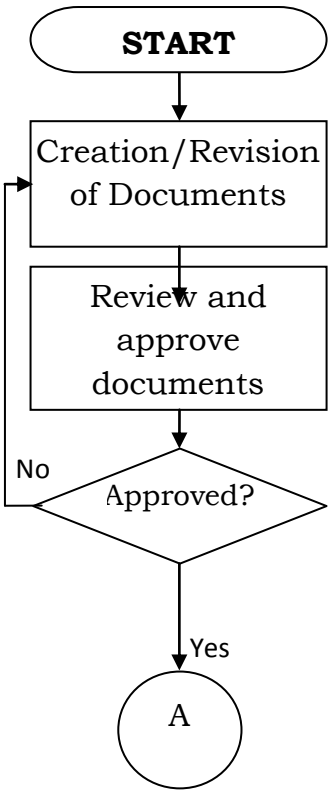
3. DEFINITION OF TERMS

BuCor	• Refers to the Bureau of Corrections
Document	• Information and its supporting medium. The medium can be paper, magnetic, electronic or optical computer disc, photograph or a combination thereof. The following are typically for Agency-wide use ➢ Quality Manual Includes the following: ➢ Scope of the QMS ➢ Description of processes and their interaction ➢ Mandatory procedures (or reference to them) ➢ Other procedures required by the QMS
Internal Document	• A document generated by BuCor
External Document	• A document received by BuCor from external sources.
Uncontrolled Document	• Any document externally generated from the BuCor Website • External documents such as regulatory issuances and applicable laws (i.e. DOJ, CSC, Courts. etc.) • External documents for non-critical use, such as user manuals, and reference books
Uncontrolled copy	• A document copy not subject to further document control after it is used.
Document Masterlist	• A list that identifies the documents required by the quality management system.

4. RESPONSIBILITIES

Quality Management Representative (QMR)/PMO	• Supervises the Control of QMS Documents. Reviews the drafted documents on the request for creation /revision of document.
Approving Authority	• Reviews and approves internal documents needed by his/her Division, process or function
Document Controller	• Ensures that the controls provided in this procedure are effectively implemented throughout BuCor. • Maintains the Central Document Masterlist, listing all the controlled documents of BuCor.
Document Originator/Initiator	• Prepares draft of new or revised internal document.
Document Copyholder	• Receives new or revised document from Document Controller and maintains copies.

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
	• Document Originator/ • Initiator • Document controller • PMO/QMR • Document Originator	• Prepares draft of the new or revised documents and fill up Document Creation/ Revision Form and submits the same to the PMO/QMR for initial review. • Receives draft copy of the new or revised documents and refer to the PMO/QMR for initial review. • Reviews the draft document and if there are corrections/changes return the draft document to the Originator/Initiator, else submit to the appropriate approving authority. • Modifies document as required and resubmits document for review	• Document Masterlist (STO-PR-001-F01) • Document Creation/Revision Form (STO-PR-001-F02) • Document Creation/Revision Form (STO-PR-001-F02)

Activity	Person Responsible	Details/Functions	References
	• Approving Authority	• Reviews and approves the new or revised document. If the document requires further modification, returns the document to the Document Originator/ Initiator through the PMO/QMR. • Submits the approved new or revised document to the PMO/QMR for registration and distribution	
A ↓ Register / Update documents masterlist	• Document Controller	• Receives the approved created/revised document • Registers/updates the Documents Masterlist accordingly.	Document Masterlist (STO-PR-001-F01)
↓ Distribute /Retrieve documents	• Document Controller	• Prepares controlled copies of document for distribution to the Document Originator and Copyholders	Document Distribution/Retrieval List (STO-PR-001-F03)
	• Document Originator/ Copyholder	• Receives controlled copies of documents and returns any obsolete copies to Document Controller for disposal.	
↓ Maintain document controlled records	• Document Controller	• Keeps the master document on file. Files Document Creation/Revision Form. • Archives obsolete master copy of documents and disposes other obsolete copies based on the Control of Record Procedure. • Files Documents Masterlist.	Document Masterlist (STO-PR-001-F01) Document Creation/Revision Form (STO-PR-001-F02)
↓ **END**			

6. GUIDELINES

6.1. Creation/Revision of Documents

6.1.1. Documents are created/revised by an appropriate subject matter expert using Document Creation/Revision Form.

6.1.2. All internal documents are created as soft files (MS Word®, etc.) and shall follow the prescribed format and procedure elements of this QMS Manual.

6.1.3. Original releases of documents are given a revision indicator of "0".

6.1.4. Created/revised version must then be sent to the PMO/QMR for initial review.

6.2. Review and Approval

6.2.1. The PMO/QMR reviews the draft created/revised document for completeness and endorses to the appropriate approving authority.

6.2.1.1. For new documents, the PMO/QMR evaluates the draft documents for completeness and returns the same to the originator/initiator if correction/s should be made.

6.2.1.2. For revised documents, the Documents Controller incorporates the revision in the draft document by putting an underline on the changes/addition made and for any deleted word/s or phrase/s, the same shall be marked by putting strikethrough on it.

6.2.2. Review and approval of QMS documents are as follows:

Document Type	Reviewer	Approving Authority
Quality Manual	Assistant Director for Administration Assistant Director for Operations	Director of Corrections
Procedures and Work Instructions	Division Chief	Assistant Director-in-Charge

6.2.3. Reviewing and approving authority will resolve any issues with the Originator/Initiator to achieve satisfactory document.

6.2.4. Reviewing and approving authority to sign on the designated portion of the Revision History Approval Sheet.

6.2.5. The approved document shall then be forwarded to PMO/QMR for proper distribution.

6.3. Registration/Updating of Documents

6.3.1. New QMS documents as well as revision to existing QMS documents shall be registered/updated by the Document Controller to ensure proper control.

6.3.1.1. Document Reference Codes for internal documents shall have the following format:

Format AAA-BBB-CC-DDD-FEE
Where
AAA Agency Code
BBB Division Code
CC Document Type
DDD Sequential Number (001, 002…)
F Fix letter that identifies the Form
EE Sequential Number for forms (01, 02 …)

Code	Division/Process/Document
STO	Support to Operation
AAR	Assessment, Rehabilitation, Program Development and Monitoring Division
NBP	New Bilibid Prison
CIW	Correctional Institution for Women
IPF	Iwahig Prison and Penal Farm
SPF	Sablayan Prison and Penal Farm
LRP	Leyte Regional Prison
DPF	Davao Prison and Penal Farm
SRP	San Ramon Prison and Penal Farm
QM	Quality Manual
PO	Policy
PR	Procedure
WI	Work Instruction

Sample BUC-STO-PR-001
Where
BUC Bureau of Corrections
STO Support to Operation

PR Procedure
001 Control of Documents Procedure

For Form under the Training Procedure
STO-PR-011-F01

6.3.2. The Document Controller shall update the Masterlist of documents accordingly.

6.4. Distribution/Retrieval of Documents

6.4.1. Distribution of Controlled copies are as follows:

Document Type	Copy Holder
QMS Manual	Director Assistant Directors Divisions included in the QMS Process
Procedure and Work Instructions	Director Assistant Director-in-Charge Divisions/Sections affecting the process

6.4.2. The Document Controller will maintain a list where controlled hardcopy documents are to be distributed. The Document Controller will be responsible for distributing updated copies of such controlled hardcopies to proper locations and the retrieval of superseded copies if revised. Controlled hardcopies shall be stamped ***"CONTROLLED DOCUMENT, COPY NO.___"*** in red ink on the first page/revised page, to distinguish them from uncontrolled documents or photocopies.

6.4.3. Controlled hardcopies may not be altered or modified by users, and must remain legible and readily identifiable. This includes hand mark-ups by unauthorized personnel. The only exception to this rule is for Forms (see below.)

6.4.4. Controlled hardcopies may not be photocopied, unless for purposes of sending to a recipient who is authorized to receive uncontrolled versions of BuCor documents (i.e., relevant interested parties). The only exception to this rule is for Forms (see below.)

6.5. Controlling Documents of External Origin

6.5.1. For external documents such as regulatory issuances and applicable laws (i.e. DOJ, CSC, Courts. etc.) these documents may be maintained without control.

6.5.2. External documents for non-critical use, such as user manuals, and reference books, are not controlled.

6.5.3. All documents from the BuCor Website which are externally generated shall be considered as uncontrolled documents, unless otherwise, documents were stamped "CONTROLLED DOCUMENT, COPY NO.___" in red ink and duly recognized by the document controller.

6.6. Maintaining of Document Control Records

6.6.1. The Document Controller shall ensure the safekeeping of master copy of documents on file and files Document Creation/Revision Form.

6.6.2. Archives obsolete master copy of document, identified by an "OBSOLETE" stamp in blue ink, and dispose other obsolete retrieved copies.

6.6.3. Files Document Masterlist.

6.7. Forms

6.7.1. Forms are a special kind of document that may be photocopied as needed. Furthermore, forms do not require an approval signature. Division Chiefs are responsible for creating and using forms in their areas.

6.7.2. A hardcopy and scanned copy of each approved form must be sent to the Document Controller for inclusion in the document control area and in the Document Master List.