MASENO UNIVERSITY

DOCUMENT	PROCEDURE FOR CONTROL OF DOCUMENTS		
DOC. NO:	MSU/MR/OP/01	**ISSUE NO:**	2
DATE OF ISSUE	30/03/14	**REV. NO:**	1
AUTHORIZED BY:	VICE-CHANCELLOR	**ISSUED BY:**	MANAGEMENT REPRESENTATIVE
SIGNATURE		**SIGNATURE**	

DOCUMENT	PROCEDURE FOR CONTROL OF DOCUMENTS		
DOC. NO.	MSU/MR/OP/01	**ISSUE NO:**	2
DATE OF ISSUE	30/03/14	**REV. NO:**	1

0.1 DOCUMENT CHANGES

Date	Changes	Authorized By
26/03/14	Clause 1 was reviewed to include all the requirements of the standard.	MR
26/03/14	Clause 4 reviewed to include additional terms and their definitions.	MR
26/03/14	Additional references incorporated	MR
26/03/14	Clause 6.1 'University Management Board' replaced with 'University Management'	MR
26/03/14	Rearrangement of the numbering of sub clauses.	MR
26/03/14	Clause 6.8 specifies identification of uncontrolled document.	MR

0.2 DOCUMENT DISTRIBUTION

This quality management procedure shall be available in the Maseno University Website for authorized users.

1. PURPOSE

This procedure sets out Maseno University methodology for developing and controlling quality management system documentation in order to ensure effective planning, operation and control of the quality management system.

2. SCOPE

This procedure applies to all documentation to be used within the quality management system. The procedure covers the QMS documentation structure, preparation, control, distribution, updating, retrieval, review and authorization of documents. In addition, it describes methods of identification and control of documents of external origin used within the QMS.

3. REFERENCES

3.1 ISO 9001:2008 – Quality Management System – Requirements

3.2 MSU-Quality Manual

3.3 ISO 9000:2005, Quality Management Systems –Fundamentals and vocabulary

3.4 ISO 10013:2001, Guidelines for Quality Management System Documentation

4. TERMS (DEFINITIONS)

4.1 Definitions of Terms Used:

For the purpose of this procedure the following terms shall apply in addition to those already defined in the Maseno University Quality Manual.

4.1.1 Documents of external origin:

These are documents which are used within the quality management system to ensure correct performance of processes without necessarily making any further detailing. Documents of external origin in most cases may include customer supplied specification, standards, equipment manuals, legislation and regulations (including Acts, legal notices and government circulars/directives), any guidelines and guidance documents

4.1.2   Dispatch Book

4.1.3   Distribution List

4.1.4   Level One Documents

4.1.5   Level Two Documents

4.1.6   Council Documents

4.1.7   University Management Documents

4.1.8   Senate Documents

4.1.9   University Statutes

4.2 List of Abbreviations

AFD   - Administration Finance and Development

ASA   -Academic and Students Affairs

MSU   - Maseno University

MR   - Management Representative

OP   - Operating Procedure

5. RESPONSIBILITIES

The Management Representative, Heads of the respective Departments/Sections in the University shall ensure the effective implementation of these procedures.

6.0 METHOD

6.1 DOCUMENT APPROVAL

Maseno University shall control the issuance of documents through the approval levels stated below:

6.1.1 All documents of the University QMS documentation in level one and two (ISO 9001:2008, 4.2.1) shall be approved by the Vice-Chancellor and issued by the Management Representative.

6.1.2 All Council documents shall be approved by the Chairman of Council and issued by the Vice- Chancellor.

6.1.3 All University Management documents shall be approved by the Vice-Chancellor and issued by the Deputy Vice Chancellor (AF&D).

6.1.4 All Senate documents shall be approved by the Vice chancellor and issued by the Deputy Vice Chancellor (ASA).

6.1.5 All Deans Committee documents shall be approved by the Deputy Vice chancellor (ASA) and issued by the Registrar ASA.

6.1.6 All Schools/Institute documents shall be approved and issued by respective Deans/Directors.

6.1.7 All documents from the Departments shall be approved and issued by the Chairmen/Heads of Departments.

6.1.8 All documents from the University Library shall be approved and issued by the University Librarian.

6.1.9 All documents from the University Health Services shall be approved and issued by the Chairman Health Services.

6.1.10 All documents from the Students Welfare Services shall be approved and issued by the Director SWS.

6.1.11 All documents from Sports and games Departments shall be approved and issued by the Dean of Students.

6.1.12 All documents for the Laboratories/Workshops shall be approved and issued by Chairmen of department.

6.1.13 All documents for transport shall be approved by the Vice Chancellor and issued by the Transport Manager.

6.1.14 All documents from the University Bookshop shall be approved and issued by the Bookshop Manager.

6.1.15 All documents from the Kisumu Hotel shall be approved by the Deputy Vice chancellor (A,F&D) and issued by the Hotel Manager.

6.1.16 All documents from Finance Department shall be approved and issued by the Finance Officer

6.1.17 All documents from Internal Audit shall be approved by the Vice Chancellor and issued by the Chief Internal Auditor.

6.1.18 All documents from Academic Division shall be approved by the Deputy Vice Chancellor (ASA) and issued by the Registrar (ASA).

6.1.19 All documents from PRI Division shall be approved by the Deputy Vice Chancellor (PRI) and issued by the Registrar (PRI).

6.1.20 All documents going outside the University shall be approved and issued by the respective Chairmen/Head of department.

6.2 REVIEW, UPDATING AND RE-APPROVAL OF DOCUMENTS

6.2.1 Changes to documents and data shall be reviewed and approved by the same functions that performed the original review and approval.

6.2.2 Any staff member who finds it necessary shall initiate request for a change or amendment to any document by filling a change amendment request form.

6.2.3 The change amendment requests forms shall be submitted to the MR by the Heads of departments.

6.2.4 MR shall liaise with the function responsible for authorship and evaluates the change/ amendments requested then grant approval or reject the request. The document shall then be issued and approved as in clause 6.1 above.

Note: Functional Heads shall ensure communication of the final changes to amended documents which affect their area. These can be through, meetings, memos, email, fax or circulars.

6.3 IDENTIFICATION OF REVISED QMS DOCUMENTS

6.3.1 All documents shall contain a Document number and Change table consisting of the date of change, the specific changes, reference to specific areas the changes are made and authorization.

6. 3.4 The revision status of the document shall be identified through issue numbers indicated on each document.

6.3.5 If the changes are minor, the revision number of the document will change but the issue number will remain the same.

6.3.4 If the changes are substantial, the document shall be reissued.

6.4 AVAILABILITY OF DOCUMENTS AT POINTS OF USE

Electronic documents will be available on the University Website and available to all University functions through use of passwords. However, hard copies will be controlled through a distribution list.

6.5 LEGIBILITY OF DOCUMENTS

6.5.1 All QMS documents shall be typed in Font – (Arial narrow), Font Size – (11) and Line Spacing (1.5)

6.5.2 Printing and photocopying of documents will be done in such a way that documents shall be legible

6.5.3 Documents shall be stored in conditions that shall ensure that they remain legible.

6.6 DOCUMENTS OF EXTERNAL ORIGIN

6.6.1 The Issuing Officer will be an officer who has authority to receive documents from external sources on behalf of the University.

6.6.2 The Issuing Officer shall maintain lists (titles) of documents of external origin for ease of identification and control of their distribution

6.6.3 When a new version of the document is received the Issuing Officer shall withdraw the old version and issue the new version

6.7 USE OF OBSOLETE DOCUMENTS

6.7.1 All documents shall be dated as per their time of approval for use, date of revision and revision number.

6.7.2 Then a document shall be superseded by a new version, the Management Representative shall withdraw the old version and in case any obsolete document is retained, the management representative shall stamp the word "OBSOLETE" on the document.

6.8 UNCONTROLLED COPIES OF QMS DOCUMENTS

6.8.1 Uncontrolled copies of the documents are issued upon request, and are not updated unless requests are made.

6.8.2 Uncontrolled copies of the documents used within Maseno University shall be stamped **"uncontrolled"** on the front sheet.

NB Uncontrolled documents constitutes QMS documents not approved and authorized by officers defined in the procedure and hard copy documents apart from the Master Copy in the custody of the MR.