
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :OP-QC-12.1	Title: Document Control Procedure	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Quality and Compliance Officer (QCO)	16 Oct 2015
2	No Change	Quality and Compliance Officer (QCO)	14 Oct 2016
3	No Change	Quality and Compliance Officer (QCO)	13 Oct 2017
4	No Change	Quality and Compliance Officer (QCO)	12 Oct 2018
5	No Change	Quality and Compliance Officer (QCO)	03 Dec 2019
6	No Change	Quality and Compliance Officer (QCO)	14 Sep 2020
7	No Change	Quality and Compliance Officer (QCO)	06 Sep 2021
8	No Change	Quality and Compliance Officer (QCO)	15 Sep 2022

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**1. Purpose**

1.1 The purpose of this document is to ensure that staffs at UPAS have a standard, easy to use and consistent format for writing policies and procedures for the UPAS quality and compliance system.

**2. Scope**

2.1 The requirements of this procedure applies to all UPAS controlled documents and this includes policy documents, procedures and processes, work instructions, controlled forms that serve as records, course brochures, informational handbooks and information on the websites of UPAS.

**3. Definitions**

3.1 Controlled Document: Any document with a unique identification number that is defined to be controlled. Controlled documents must go through the document change request procedure before any changes can be made or approved.

3.2 Form: A quality record generated from an operating procedure or a work instruction.

3.3 Operating Procedure: A quality system documentation that describes what is to be done to accomplish a designated task.

3.4 Work Instruction: A process specific procedure


**4. Responsibility**

4.1 The CEO has responsibility for the overall Quality System at UPAS which is to be over seen by the Quality and compliance officer.

4.2 The Quality and compliance officer has responsibility for the administration and maintenance of the site document control system.

4.3 The Heads of the Department are responsible for identifying, documenting, implementing, reviewing and amending policies and procedures for the smooth running of the respective departments.

4.4 The CEO and the department heads are responsible for approving documents as defined in the procedure.

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## 5. Procedure/Process

### 5.1 Document Format

The document number, title, change history and approval, the operating procedure should comprise the following items.

- 5.1.1 Purpose: A concise and accurate summary of what the document is to accomplish.
- 5.1.2 Scope: A description of the appropriate application of the document.
- 5.1.3 Definitions: Definitions of terms which are essential to the proper understanding and execution of the procedure.
- 5.1.4 Responsibility: The responsibility for implementing, approving and revising the document.
- 5.1.5 Procedure: Description of activities to be performed. A flowchart may be added here.
- 5.1.6 Review: Review plans for all policy and procedure document plan.

### 5.2 Document Numbering

All controlled documents shall be issued a unique reference number and will use the following numbering system.

5.2.1 The first two letters represents what the document is:

- PO = Policy
- OP = Operating Procedure
- WI = Work Instruction
- FO = Form

5.2.2 The third and fourth letters represent the departments

- AC = Academic and admission
- OP = Operations
- FI = Finance
- QC = Quality and compliance


5.2.3 The final number will refer to the number of documents

### 5.3 Numbering of Controlled Forms

Forms that are not part of any controlled documents (policies/procedures) are considered uncontrolled forms and may not have a form number

### 5.4 Document Creation, Approval, and Control

- 5.4.1 All new or revised documents must go through a document approval process.
- 5.4.2 Final approved documents shall be formatted and assigned a number if necessary.
- 5.4.3 The CEO has to approve all Policy Documents. The heads of the departments, or the CEO if needed shall approve the operating procedures.

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5.4.4 Updated controlled policies and procedures are accessible to all UPAS staff as per their job description

#### 5.5 Revision to Documents

5.5.1 All staff are responsible for informing their Supervisor if there is a need to update procedures whenever actual practices are changed from documented procedures.

5.5.2 The primary responsible HOD affected by the change is responsible for initiating a document change.

5.5.3 The nature of changes within revised documents shall be clearly indicated on the first page "REVISION HISTORY" of each document changed.

#### 5.6 Record Retention

The university shall retain quality records for an appropriate time as determined by the Head of Departments and regulatory requirements.

### 6. Review

The University of Pasadena will review the document control procedure as needed or at least every year.