

	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :OP-QC-12.2	Title: Internal Document Review 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 This document describes the systematic process used to conduct an internal review of the all policies, procedures and work instructions to ensure its adequacy and effectiveness.

2. Scope

2.1 This procedure applies to all controlled documents (Policies, Procedures and Work Instructions) in UPAS document control to all owners of these documents.

3. Definitions

3.1 Internal documentation reviews – Reviews of policies, procedures, and work instructions by the owners of these documents.

- Policy documents are to be reviewed every year or when required by the senior management team.
- Procedures and Work Instructions are to be reviewed annually by the owners of the documents and the Department heads to ensure its adequacy and effectiveness.

3.2 Owners of Documents – Owners of the documents are the respective Department head and their team who have either written these documents or who have been identified by senior management to be responsible for the upkeep of these procedures and work instructions.

4. Responsibility

4.1 Department head is responsible for reviewing their department Policies.

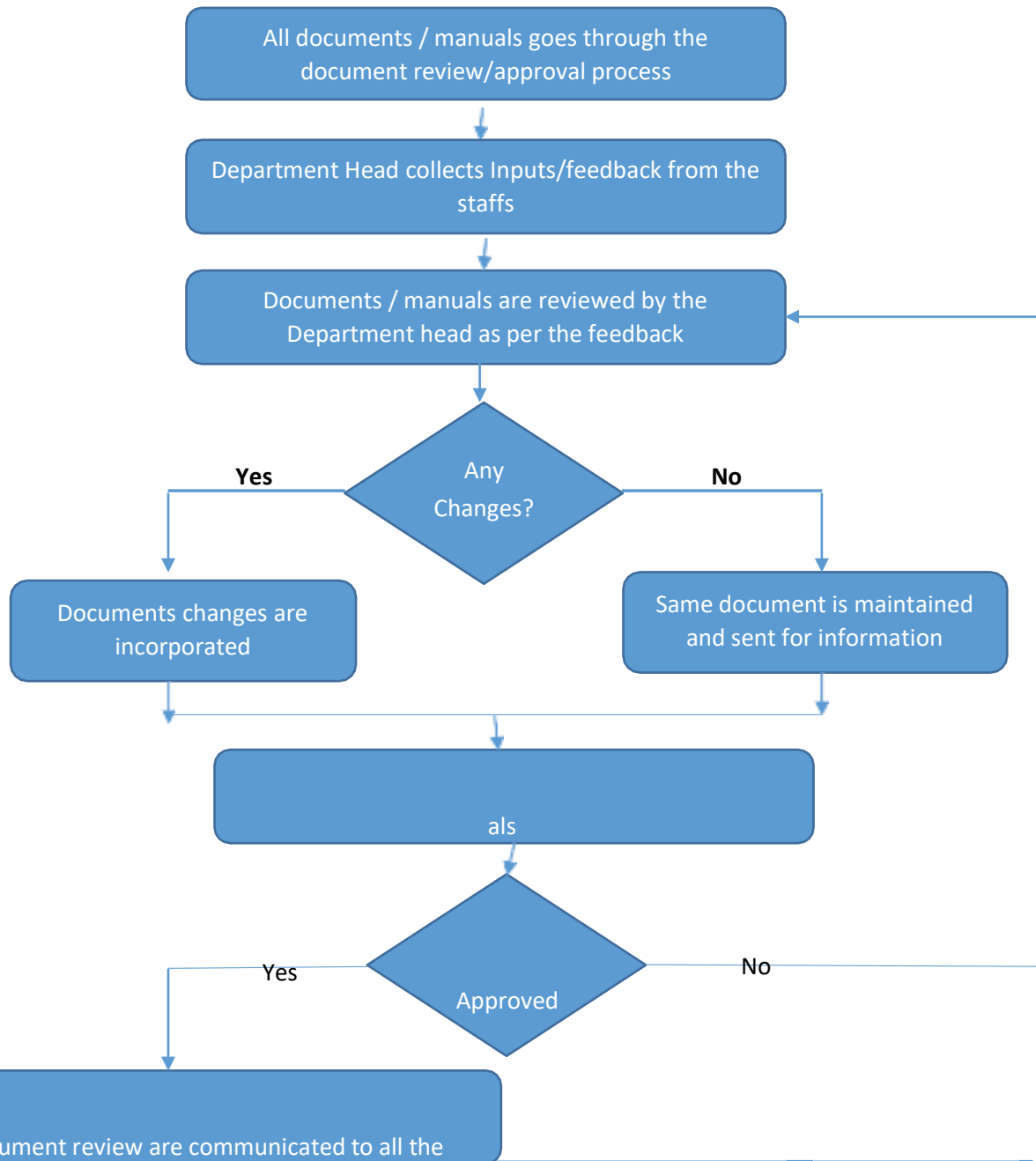
4.2 Owner of the document is responsible for reviewing the Procedures and Work Instructions described in the document.


4.3 The CEO is responsible for approving all the policies.

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5. Procedure/Process

5.1 Flowchart – Document Review



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5.2 Procedure - Document Review

Step 1 - Policies, Procedures and any other controlled documents / manuals goes through the document approval process when the review is due.

Step 2 – The documents / manuals are reviewed by the Owner, Department Head and relevant members identified by the department head for its effective and efficient operation and compliance.

Step 3 – The document owner reviews the changes.

Step 4 – If the changes are necessary then the documents are changed and sent to CEO for approval.

Step 5 – If no changes are needed, the same document is maintained till the next review due or necessity arises to review.

Step 6 – The outcome of the document review are communicated to all the relevant parties.

6. Review

The University of Pasadena review the internal document procedure when it’s needed as per the quality and compliance requirement or every year.