



West Indies School of Theology

OP 4/2 - Procedure for Control of Documents

PURPOSE

To ensure that all quality management system documents are up-to-date and available for use as required by users.

SCOPE

This procedure is applicable to:

- (a) Internally generated documents required to ensure that the quality management system is effective
- (b) Externally generated documents that are critical to quality and the learning process.

RESPONSIBILITY

DOCUMENT	DEPARTMENT HEAD	CONTROL
Quality Manual	Management Representative	Management Representative
Registration Manual	Management Representative	Management Representative
Accreditation Self-Study Reports	President	
Organisation structure	President	
Job descriptions	President	
Policies	President	
Operating procedures	Management Representative	
Standard forms		
Work instructions		
National or other standards	-	
Accreditation Council of Trinidad and Tobago requirements		



DOCUMENT	DEPARTMENT HEAD	CONTROL
Caribbean Evangelical Theological Association requirements	-	Management Representative
Handbooks	Vice President, Academic Affairs Vice President, Student Affairs Vice President, Business Services	Management Representative
Textbooks, learning materials, workbooks and other instruction resources	Vice President, Academic Affairs	Vice President, Academic Affairs
Program manuals and curricula		

DEFINITIONS

TERM	DEFINITION
Authorisation	The person with responsibility for ensuring that a new or revised document meets the requirements of the quality management system and for authorizing its use.
Department Head	A generic term used to refer to the person given the responsibility for ensure the adequacy of documented processes and approving changes to same in a particular area.
Designated Personnel	A person chosen by the Management Representative and/or the Department Head to complete the required function. Refer to Section 3.0.
Controlled Copy	A controlled copy is a copy of a controlled document issued to designated holders which must be kept up to date at all times. Unauthorized copying of controlled documents is not permitted.
Uncontrolled Copy	An "Uncontrolled Copy" is a copy of a controlled document which is up to date at the time of issue that is distributed to persons other than designated holders of the document. An uncontrolled copy will be marked "FOR REFERENCE ONLY".



REFERENCES

Not applicable

DOCUMENTATION

Document Control Sheet	F1
Back-up Log	F2
External Document Listing	F3

PROCEDURE

1.0 Internal documents

- 1.1 All text documents and forms created by WIST, which relate to the quality management system, are controlled by a Document Control Sheet, F1.
- 1.2 Controlled copies of documents and forms are issued to persons listed on the Document Control Sheet, F1, which details the following: -
- Reference number (if applicable)
 - Document title
 - Distribution (of controlled copies)
 - Issue number or revision number
 - Date of issue
- 1.3 Persons who receive controlled copies of documents and forms are responsible for maintaining the condition of the documents and ensuring their availability when required.
- 1.4 If needed, replacement or additional copies are obtained from the Management Representative or designate. Unauthorized copying of controlled documents is not permitted.

2.0 Control information

- 2.1 All procedures shall contain on each page, the following information: -
- Document title
 - Document reference
 - Page Number
 - Authorisation
 - Issue Number
 - Date of Issue



2.2 All forms, which are current at the time of initial implementation, are taken as the first revision of that form. Subsequent amendments to those forms and any new forms contain the following information: -

- Document title
- Document reference
- Page number (if appropriate)
- Revision number
- Date of revision

2.3 Controlled text documents which are updated annually and re-issued, shall contain at a minimum:

- Document title
- Page number (if appropriate)
- Date of revision

Where applicable, individual sections of these documents shall contain relevant control information so that changes to sections can be identified.

2.4 All other controlled text documents, shall contain at a minimum:

- Document title
- Page number (if appropriate)
- Date of revision
- Revision Number

3.0 Changes to controlled documents

3.1 Controlled copies of all documents are maintained electronically.

3.2 Request for changes to controlled documents are made to the Management Representative. The proposed revisions are discussed with the Department Head who endorses the change. The changes are then reviewed and approved by the Administrative Committee. Unauthorized and unapproved amendments/ additions are not permitted.

3.3 Once the amendments have been authorized by the Management Representative, the designated personnel modifies and/or replaces the original document and updates the corresponding Document Control Sheet, F1 to reflect the current issue/ revision status and date.

3.4 An electronic copy of the now obsolete document which shows the mark-up and changes made is marked "OBSOLETE" and maintained electronically.

3.5 Copies of the revised document are distributed to holders by the designated personnel, who replace and destroy all other obsolete hard copies. Any hard copies of the now obsolete document that are retained for any reason are also clearly marked "OBSOLETE".



- 3.6 On occasion, it may be necessary to distribute additional copies of controlled text documents e.g. in response to a student request for a copy of a particular policy, or for training purposes. Approval for the issue of these uncontrolled copies must be obtained in advance from the Management Representative.
- 3.7 Copies of controlled documents that are electronically distributed will be sent in a PDF read-only format.
- 3.8 Where data/information is held on computer files similar controls to those provided for text documents are implemented i.e.
- Distribution of controlled copies,
 - Authorisation of change
 - Identification of controlled copies
 - Proper maintenance of obsolete copies
- 3.9 Electronically held data is backed up weekly by designated personnel, and a record of the back-ups maintained in the Back-up Log, F2.
- 4.0 External Documents**
- 4.1 External documents are controlled by an External Document Listing, F3 which is maintained on-line and identifies the users and location of external documents and forms.
- 4.2 On receipt, all external documentation, to be retained for reference purposes, shall be given a receipt date and be signed by the person responsible for controlling the document.
- 4.3 Annual verification of the issue status of external documents will be established by reference to the publisher. Records of the reviews are maintained by entering the date of the review and the initials of the reviewer on the document or its cover.
- 4.4 In the event that external documents have been revised, up-to-date editions shall be obtained or existing documents endorsed with the revision details, signed and dated by the reviewer.
- 4.5 Where external documents are retained on file for information purposes only, and are not to be maintained in an up-to-date manner, such documents shall be prominently marked "Information only" and if considered necessary the issue status shall be checked prior to use.
- 4.6 The Management Representative ensures that relevant personnel remove obsolete documents from circulation when required.
- 4.7 Where obsolete external documents are retained for any purpose, they are identified as obsolete.