**Process:**Control of Documents

Purpose: To ensure that documented information required by the University and those of external origin are identified, controlled and maintained as appropriate.

**Output:**Available, suitable and protected documented information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO.** | **ACTIVITIES**  | **INPUTS** | **RISKS** | **RISK LEVEL** | **RISK IMPACT** | **MITIGATION** | **OPPORTUNITY** | **ACTIONS** |
| 1. | Document approval | Documented Information  | * Budgetary Constraints
 | low | High | Making budgetary provisions  | * Use of technology
* Adoption of new practices in documentation
* Addressing new interested parties
 | * Use technology for communication
* Use technology for ease of doing business
* Technology to facilitate wider accessibility.
* Address the needs of customers and interested parties to improve quality
 |
| * Complexity of process
 | Sensitization on the process  |
| * Inadequate resources
 | Prudent resource utilization |
| * Competence of persons
 | * Selection of competent and knowledgeable persons
* Capacity building
 |
| * Time Constraints
 | * Use of technology
* Prepared Action Plans
 |
| * Inadequacy of procedure
 | Outsourcing  |
| 2. | Review, Up-dating and Re-approval | Documented requests for review | * Inadequacy of procedure
 | Low | High  |  |  |  |
|  |  |  | * Time Constraints
 |  |  |  |  |  |
|  |  |  | * Bottlenecks
 |  |  |  |  |  |
|  |  |  | * Ambiguity in roles
 |  |  |  |  |  |
|  |  |  | * Competence of personnel
 |  |  |  |  |  |
| 3. | Control of Obsolete documents  | Identification of documents | Use of obsolete documents  | High | High | Sensitization  | Use of technology to address communication hitches and for sensitization  | Develop mechanisms for monitoring documents in use |
|  |  |  | Poor identification of documents  |  |  | Proper document identification |
|  |  |  | Lack of proper communication  |  |  | Clear communication channels for document use. |