



**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT: PROCEDURE FOR CONTROL OF DOCUMENTS**

**DOC. NO: JOOUST/OP / 01**

**AUTHORIZED BY: VICE-CHANCELLOR**

**SIGNATURE:**

**ISSUED BY: MANAGEMENT  
REPRESENTATIVE**

**SIGNATURE:**

**0.1 DOCUMENT DISTRIBUTION**

<b>S. NO</b>	<b>TYPE</b>	<b>OFFICE</b>
<b>i.</b>	<b>Original</b>	<b>QMR</b>
<b>ii.</b>	<b>Copy</b>	<b>Vice-Chancellor</b>
<b>iii.</b>	<b>Copy</b>	<b>DVC, PAF</b>
<b>iv.</b>	<b>Copy</b>	<b>DVC, AA</b>
<b>v.</b>	<b>Copy</b>	<b>DVC, RIO</b>
<b>vi.</b>	<b>Copy</b>	<b>FHs</b>
<b>vii.</b>	<b>Soft Copy</b>	<b>JOOUST Website by password</b>

**0.2 DOCUMENT CHANGES**

**DATE CHANGES AUTHORIZED BY**

27/4/2012 Added 6.2.4 on regular review of quality documents.

31/5/2012 Added clause 6.1.22 on approval of forms and registers.

29/4/2013 Procedure reviewed to reflect change of status from BUC to JOOUST

30/4/2015 Procedure reviewed for adequacy

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**1.0 Purpose:**

To control the origin, issuance and maintenance of documents in circulation in JOOUST.

**2.0 Scope:**

This procedure covers generation, authorization and issuance of documents originating from the University and receipt and issuance of all documents of external origin.

**3.0 References:**

- i. ISO 9001:2008 Standard
- ii. JOOUST Quality Manual and Quality Policy

**4.0 Terms and Definitions:**

- i. BUC: Bondo University College
- ii. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- iii. VC: Vice-Chancellor
- iv. QMR: Quality Management Representative
- v. DVC, PAF: Deputy Vice-Chancellor, Planning, Administration and Finance
- vi. DVC, AA: Deputy Vice-Chancellor, Academic Affairs
- vii. DVC, RIO: Deputy Vice-Chancellor, Research, Innovation and Outreach
- viii. MRC: Management Review Committee.
- ix. QOC: Quality Objectives Committee
- x. MIC: Management Implementation Committee
- xi. FHs: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)

**5.0 Responsibilities****5.1 Principal Responsibility**

The Management Representative shall ensure the implementation and supervision of this procedure.

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**5.2 Other Responsibilities**

Deans, Registrars, Directors, Chairpersons of Departments and Heads of Sections/Units in the University shall be responsible for the implementation and effective supervision of this procedure at their respective functions.

**6.0 Method**

**6.1 Document Approval**

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

- 6.1.1 All documents of the University QMS in level one and two (ISO 9001:2008, 4.2.1 a and b) shall be approved by the Vice-Chancellor and issued by the Quality Management Representative.
- 6.1.2 All Council documents shall be approved by the Chairman of Council and issued by the Vice-Chancellor (ISO 9001:2008, 4.2.1 d)
- 6.1.3 All University Management Board documents shall be approved by the Vice-Chancellor and issued by the respective DVCs.
- 6.1.4 All Senate documents shall be approved by the VC and issued by the DVC (AA).
- 6.1.5 All documents from the Deans Committee shall be approved by the DVC (AA) and issued by the Registrar AA.
- 6.1.6 All documents from Planning, Administration and Finance Division shall be approved by the DVC (PAF) and issued by respective Heads of Departments.
- 6.1.7 All documents from Academic Affairs Division shall be approved by the DVC (AA) and issued by the respective Deans and Directors.
- 6.1.8 All documents from Research, Innovation and Outreach Division shall be approved by the DVC (RIO) and issued by the Registrar (RIO)
- 6.1.9 All departmental quality objectives shall be approved by the Quality Objectives Committee and issued by the respective functional Heads.

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- 6.1.10 All documents from Schools/Directorates/Institutes' shall be approved by the respective Deans/Directors and issued by Chairpersons of Department/Coordinators.
- 6.1.11 All documents from the Departments shall be approved by Heads of Departments and issued by the Section/Unit Heads.
- 6.1.12 All documents from the University Library shall be approved by the DVC (AA) and issued by the University Librarian.
- 6.1.13 All documents from the University Health Services shall be approved by the DVC (PAF) and issued by the Chief Medical Officer.
- 6.1.14 All documents from the office of the Dean of Students' shall be approved by the DVC (AA) and issued by the Dean of Students.
- 6.1.15 All documents from the Sports Directorate shall be approved by the DVC (AA) and issued by the Director of Sports.
- 6.1.16 All documents from the Laboratories/Workshops shall be approved by Heads of Departments and issued by the Technician In-charge.
- 6.1.17 All documents from Finance Department shall be approved by DVC (PAF) and issued by the Finance Officer
- 6.1.18 All documents from Internal Audit shall be approved by the VC and issued by the Internal Auditor.
- 6.1.19 All documents from the Legal Office shall be approved by the VC and issued by the Legal Officer
- 6.1.20 All documents from the Office of Public Relations shall be approved by the VC and issued by the Public Relations officer.
- 6.1.21 All documents from the Security Office shall be approved by the VC and issued by the Security Officer.
- 6.1.22 All documents going outside the University shall be approved by the VC.
- 6.1.23 All QMS forms and registers shall be approved by the Management Review Committee and issued by the QMR.
- 6.1.24 All other forms shall be approved by the respective DVCs and issued by the respective functional Heads.

## **6.2 Review, Up-dating and Re-approval of Documents**

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- 6.2.1 Changes to documents and data shall be approved and issued by the same functions that performed the original review, approval and issue.
- 6.2.2 Any staff member who finds it necessary may initiate request for a change or amendments to any University document.
- 6.2.3 Requests for any change or amendments on QMS documents shall be submitted to the QMR by the Heads of departments in writing for consideration.
- 6.2.4 Regular review of all documents shall be carried out after every three years to confirm suitability and update where necessary.

*Note: Functional Heads shall ensure communication of the final changes to amended documents which affect their areas. These can be through, meetings, memos and email through the University website.*

**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.
- 6.3.2 The revision status of the document shall be identified through issue numbers indicated on each document.
- 6.3.3 If the changes are minor, the revision number of the document shall change but the issue number shall remain the same.
- 6.3.4 If the changes are substantial to the point that the meaning is significantly altered, the document shall be reissued.
- 6.3.5 If the revision status exceeds six times, the document shall be reissued (Section 0.2).

**6.4 Availability of documents at points of use**

- 6.4.1 QMS electronic documents shall be uploaded on the University Website and made accessible to all University functions through use of passwords. However, hard copies shall be controlled through a distribution list.

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6.4.2 All other University documents shall be distributed and controlled according to stipulated University rules and regulations approved by Top Management, in line with the statutory requirements.

**6.5 Legibility of documents**

6.5.1 All QMS Level I and II documents shall be typed in Font – (Times New Roman), Font Size – (12) and Line Spacing (1.5)

6.5.2 Printing and photocopying of documents shall be done in such a way that they remain legible.

6.5.3 Printing and photocopying of documents shall be done in duplex mode.

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

**6.6 Documents of external origin**

6.6.1 Only authorized officers shall receive documents from external sources on behalf of the University.

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

6.6.3 The receiving officer shall issue the received documents accordingly.

**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 Where a document shall be superseded by a new version, the QMR shall withdraw the old version and in case any obsolete document is retained, the QMR 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 JOOUST shall be stamped “**uncontrolled**” on the front sheet.

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