



**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

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

0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
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1.0 Purpose:

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

2.0 Scope:

This procedure covers creation, authorization, distribution, storage and maintenance of documents originating from the University and receipt and issuance of all documents of external origin.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual

4.0 Abbreviations, Acronyms and Definitions:

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

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 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
- 6.1.3 All University Management Board documents shall be approved by the Vice-Chancellor and issued by the respective DVC.
- 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, Directors and /or respective CoDs
- 6.1.8 All documents from Research, Innovation and Outreach Division shall be approved by the DVC (RIO) and issued by the Registrar (RIO), Directors and/or respective Coordinators.
- 6.1.9 All departmental Quality Objectives shall be approved by the Chairperson, 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 Chairperson 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 Chief Internal Auditor.
- 6.1.19 All documents from the Legal Office shall be approved by the VC and issued by the Chief 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 Chief Security Officer.
- 6.1.22 All documents of external communication from the University shall be authorized by the VC.
- 6.1.23 All QMS forms and registers shall be approved by the QMR.
- 6.1.24 All other forms shall be approved by the respective DVCs and issued by the respective functional Heads.

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

- 6.2.1 Changes to documents shall be approved and issued by the same functions that performed the original review, approval and issue.
- 6.2.2 FHs or members of staff shall initiate/request for document changes/amendment on any University QMS document when the need arises.
- 6.2.3 The request for change(s)/amendment(s) on QMS documents shall be submitted to the QMR in writing for consideration.
- 6.2.4 The QMR shall consider the request and recommend as appropriate
- 6.2.5 The QMR shall initiate review on QMS documents after every three years or whenever the need arises to ensure suitability and adequacy.

Note: Functional Heads shall ensure communication on the final changes to members of their respective departments. These can be through, meetings, memos, email and the University website.

6.3 Identification of Revised QMS Documents

- 6.3.1 Revised QMS documents shall contain a document title, number and change table consisting of the date of change, the specific change, reference to changed clause(s) and authorization.
- 6.3.2 The revision status of the document shall be identified through issue and revision numbers indicated on each document.
- 6.3.3 The revision number of the document shall change, in the case of minor changes but the issue number shall remain the same.
- 6.3.4 The document shall be re-issued where the changes are substantial/fundamental to the point that the meaning is significantly altered or where revision has been made more than six times.

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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.
- 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 statutory and regulatory 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 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 QMS 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.

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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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