

## **QMS Documentation Control Process**

### **PURPOSE**

The purpose of this process is to ensure that appropriate review and control procedures are in place for all documentation pertaining to the Sport Division's Quality Management System (QMS) and to ensure that the correct version of QMS documentation is available at all times to all staff in the Division.

### **RESPONSIBILITY**

Responsibility for this process lies with the Division's Quality Team. All staff within the Division are responsible for implementing the procedure.

### **PROCEDURE**

1. Identify the need for a change to an existing document or the need for a new document
2. If a new document, establish document format (e.g. process, working guideline, form, template etc)
3. Create the document or make changes to the existing document
4. Update document revision history
5. Obtain approval for document by email prior to release (see below)
6. When approved, send document for publishing
7. Publish the document in the Quality Management System (Sharepoint )
8. Inform all relevant staff by email of document update and location
9. Update master list of QMS documentation (Quality Team)
10. Maintain email approvals and circulations in a Documentation Approval folder

### **QMS Document**

Quality Manual  
Quality Policy  
Customer Charter  
QMS Process  
Key Business Process  
Operational Procedures

### **Approver**

Director  
Management Team  
Management Team  
Quality Team  
Quality Team  
Area / Line Manager

### **DOCUMENTATION**

- Quality Manual
- Quality Statement
- Customer Charter
- QMS Processes
- Key Business Processes
- Operational Procedures for areas

## RECORDS

The latest copy of the following:

- Quality Manual
- Quality Statement
- Customer Charter
- QMS Processes
- Key Business Processes
- Operational Procedures for areas

are maintained in electronic format and are available to Divisional staff on the Sport Sharepoint portal and on the Division's website.

## PROCESS VERIFICATION

Evaluation of the Documentation Control Process effectiveness is carried out using internal and external quality audits. Changes to the process are put in place as required and as appropriate.

## APPROVALS AND REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change
1	15 Sept 2015	David Mahedy, Director	Initial release