
DOCUMENT CONTROL PROCEDURE (PMS-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedures for handling documents in the process management system.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Data Management Specialist, individual departments

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Organizational Development

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 Documentation used in the Wenatchee Public School District covered by this procedure includes documentation required by the ISO 9001:2000 Standard. This documentation includes:

- 5.1.1 Quality Manual (PMS-M001)

- 5.1.2 Department handbooks/manuals (as referenced in departmental procedures prefixed by the departments three-letter code and suffixed with "M" for manual followed by three-digit sequential numbering scheme)

- 5.1.3 Procedures (prefixed by the department's three-letter code and suffixed with "P" for procedure followed by a three-digit sequential numbering scheme)

- 5.1.4 Work Instructions where referenced (prefixed by the department's three-letter code and suffixed with "W" for work instruction followed by a three-digit sequential numbering scheme)

- 5.1.5 Forms, as referenced in manuals, procedures, and/or work instructions (prefixed by the department's three-letter code and suffixed with "F" for form followed by a three-digit sequential numbering scheme)

- 5.1.6 Organizational Charts: Each department's organizational chart is posted electronically on the department's website in Process Management System. These are dated and approved by the appropriate manager.

- 5.2 Documentation used in the quality system is approved prior to release according to the requirements of the document's approval authority, this document control procedure, and/or the Document Control Form. The approval for the issuance of documents at the start of the system implementation may be handled through approving a list in a memo.

- 5.3 Minimum approval requirements are as follows:

- 5.3.1 Quality Manual: Assistant Superintendent of Organizational Development, ISO Management Representative

- 5.3.2 Procedures: Departmental Manager

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5.3.3 Work Instructions: Departmental Manager or Supervisor of a specific area

5.3.4 Forms: As specified on the Document Control Form

5.4 Revisions or deletions of documents are reviewed and approved by the position(s) that originally approved the documents prior to implementing the revision or deletion.

5.5 Documentation is reviewed on an as-needed basis. This review completion is reported in the management review.

5.6 The most current documentation is made readily available to those performing the tasks defined and/or those having responsibility for the document. Availability is primarily through the Internet documentation site. Any hard copy documentation is considered to be for reference only.

5.6.1 It is recommended that the manager of the area contact the technology department in the event that a procedure is under revision and the revision will take some time to complete. In this case, the Data Management Specialist will post a notice on the online document to notify users/viewers that a revision is expected and to notify the department with questions. Note: This is only a recommendation and not necessarily a requirement.

5.7 Documentation is legible and readily identifiable to ensure proper use and deployment of the quality system.

5.8 Any obsolete documents are removed from the Internet site and hard copy location to prevent unintended use.

6.0 ASSOCIATED DOCUMENTS:

6.1 Document Control Work Instruction, PMS-W001

6.2 Document Control Form, PMS-F001

6.3 External Supporting Documents List - Online

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Document Control Form	Hard copy in Internet Support Specialist files; back-up on zip stored in DO vault	Most recent revision	Discard as desired	Fireproof

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
18-May-01	A	Original Release
22-Jan-02	B	Changes/Additions
07-Feb-02	C	Minor revisions to correct the flow of the procedure
27-Feb-02	D	Added a recommendation to the procedure to post a notice on the online documentation when a revision is expected (section 5.6.1).
11-Dec-02	E	Changed responsibility section from Process Design Team to Internet Support Specialist, changed approval authority from Deputy Superintendent to Assistant Superintendent of Operations, corrected reference to web site, and deleted references to retention of obsolete documents. Updated record retention to reflect these changes.
20-Dec-02	F	Changed minimum approval requirements in 5.3.1.
12-Dec-05	G	Removed reference to external supporting documents
23-Oct-06	H	Updated job title and changed 5.5 to "as-needed basis."
07-Nov-07	I	2.1 Updated job title and changed 5.6.1 to have Data Management Specialist post notice on online documents to advise users of pending revisions.

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