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# Document Control Procedure (QAS-P003)

Saint Louis Public Schools

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## 1.0 SCOPE:

- 1.1 This procedure outlines the process for adding, modifying, or deleting documents within or related to the QAS documentation system at the Saint Louis Public Schools.

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

## 2.0 RESPONSIBILITY:

- 2.1 Management Representative

## 3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 QAS – Quality Assurance System
- 4.2 SLPS – Saint Louis Public Schools

## 5.0 PROCEDURE:

- 5.1 Documentation used by the SLPS covered by this procedure includes documentation required by the ISO 9001:2000 Standard. This documentation includes:
  - 5.1.1 The tier one Quality Assurance System Manual (QAS-M001);
  - 5.1.2 Department handbooks/manuals as referenced in the departmental procedures prefixed by the department's three-letter code and suffixed with "M" (for manual), followed by a 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 numbering scheme;
  - 5.1.4 Work instructions, as required and referenced, prefixed by the department's three-letter code and suffixed with "W" (for work instruction), followed by a three-digit 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), and followed by a three-digit numbering scheme.
  - 5.1.6 Lists, as referenced, prefixed by the department's three-letter code and suffixed with "L" (for list) are followed by a three-digit numbering scheme.
  - 5.1.7 Guidelines, as referenced, prefixed by the department's three-letter code and suffixed with "G" (for guidelines) are followed by a three-digit numbering scheme
- 5.2 Documentation used in the continuous improvement 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 (QAS-F003).

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- 5.3 Minimum approval requirements are as follows:
  - 5.3.1 Tier one Quality Assurance System Manual: Superintendent, Management Representative, and Management Review Team;
  - 5.3.2 Other department manuals: Department manager/supervisor;
  - 5.3.3 Tier two procedures: Departmental manager/supervisor;
  - 5.3.4 Tier three work instructions: Departmental manager/supervisor;
  - 5.3.5 Tier four forms: Departmental manager/supervisor (as specified on the Document Control Form QAS-F003).
  - 5.3.6 Tier five lists: Departmental manager/supervisor.
- 5.4 Revisions or deletions are approved by the same functions that originally approved the documents during the initial implementation prior to release of the change.
- 5.5 Documentation is reviewed at least annually to determine the need for revision. The Document Control Form (QAS-F003) is used to report these revisions. This review completion is reported in the management review meetings.
- 5.6 The most current documentation is made readily available to those performing the tasks defined. Availability is primarily through the Internet documentation site. Any hard copy document(s) is to be for reference only and does not serve as the legal document.
- 5.7 A master list of documents in the quality system is maintained and is readily accessible through the Internet.
- 5.8 Documentation is legible and readily identifiable to ensure proper use and deployment of the quality system.
- 5.9 Documentation that is controlled externally to the quality system, such as state standards, etc., is listed on an external documents list, and controlled in a way appropriate to the process requiring the document.
- 5.10 Any obsolete documents are either removed from the Internet site or hard copy location to prevent unintended use. In the event obsolete documentation is retained, the electronic copies are filed in an electronic archive file and hard copies are filed in with department file cabinet.

### **2.0 ASSOCIATED DOCUMENTS:**

- 2.1 Document Control Form QAS-F003

### **3.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Hard Copy in binder in Project Management Office	Minimum 3 years desired		Discard as desired	Locked office

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Electronically on SLPS QAS web page	Ongoing maintenance of revisions	Archive	Electronic
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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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