
Revising, Adding, or Deleting a Document Work Instruction (QAS-W001)

Saint Louis Public Schools

1.0 SCOPE:

- 1.1 This work instruction outlines the process for revising, adding, or deleting a document in the Quality Assurance System Program at the St Louis Public Schools District.

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 Program
4.2 PMO - SLPS Project Management Office

5.0 PROCEDURE:

- 5.1 **Adding:** To add a new document to the Quality Assurance System Program, the Process Owner either independently or with the help of the SLPS Project Management Office creates the new document in hard copy or electronic form.
- a) The Process Owner indicates on the Document Control Form that this is the addition of a new document and completes Section 2 of the form.
 - b) The Process owner forwards the completed form, along with a hard copy or electronic copy of the new document, to the Management Representative for approval
 - c) The Management Representative forwards the approved form and document to the PMO for processing
 - d) The Exec. Director of SLPS PMO updates the Document Control Log and forwards the electronic copy to the Technology Department for posting
 - e) Once posted, the Technology Department notifies the PMO who reviews the internet of the new document
 - f) Once reviewed, the PMO signs, dates, file the Document Control Form, and notifies the Process Owner of the posting.
 - g) Any issues concerning the new document are resolved between the Process Owner and the PMO.
- 5.2 **Revising:** To revise a document already in the system, the Process Owner indicates on the Document Control Form that a revision is needed and completes Section 1 of the form.

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- a) The Process Owner forwards the completed form, along with a hard copy or electronic copy of the revised document, to the Management Representative.
- b) The QAS Secretary handles the document in the same way as described in steps 5.1c through 5.1g.

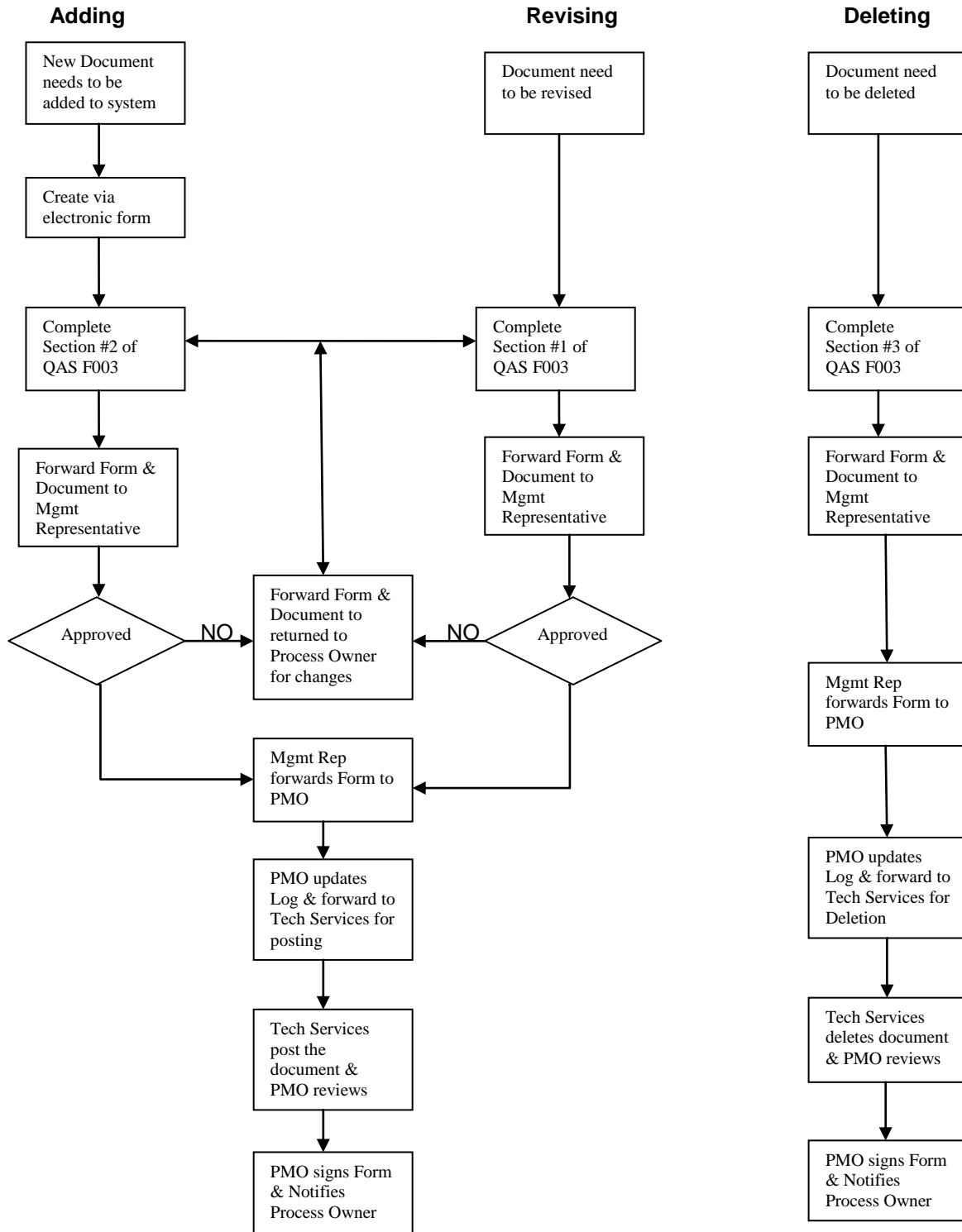
5.3 Deleting: To delete a document in the system, the Process Owner indicates on the Document Control Form that a deletion is needed and completes Section 3 of the form.

- a) The Process Owner forwards the completed form, along with a hard copy or electronic copy of the document to be deleted, to the Management Representative.
- b) The Management Representative reviews the document and form to ensure approval for the deletion.
- c) The Management Representative forwards the approved form and document to the PMO for processing
- d) The Exec. Director of SLPS PMO updates the Document Control Log and forwards the electronic copy to the Technology Department for posting
- e) The PMO notifies the Technology Department of the need to remove the document from the internet and in the archive folder.
- f) The PMO reviews the internet to ensure the document has been removed
- g) Once removed, the PMO signs, dates, and files the Document Control Form.

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Exhibit A



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6.0 ASSOCIATED DOCUMENTS:

6.1 Document Control Form QAS-F003

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Document Control Form QAS-F003	Hard copy in Binder in Project Management Office	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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