



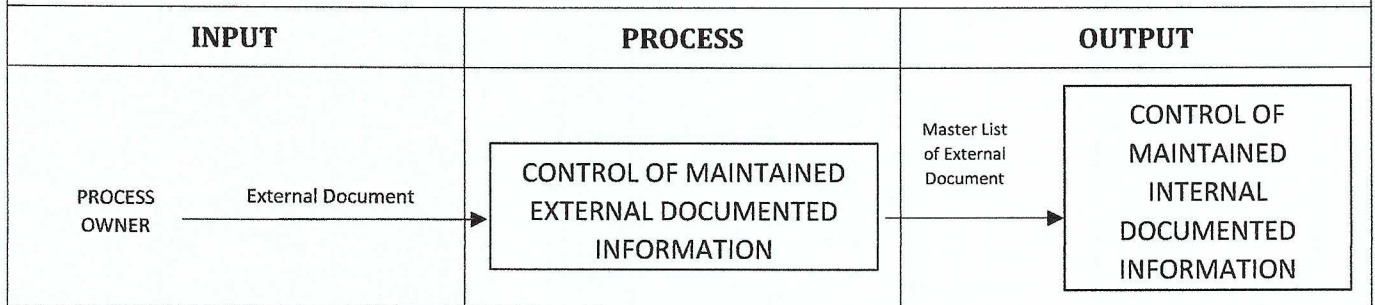
SYSTEM PROCEDURE (SP)

Document Code
SP-R12-03B

Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

PROCEDURE TITLE	CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION
SCOPE	This process starts from identification of the need for acquisition up to registration of the external document in the QMS through the Master List of External Document and subjecting the Master List to document control.
PURPOSE	To define the controls for managing and controlling the acquisition and registration of external document to the QMS through the Master List and accordingly subjecting the Master List to document control.

PROCESS DESCRIPTION:



DESCRIPTIVE STATEMENT:

The process owner identifies and acquires the relevant external document, submits a duly accomplished and signed DCR to the Regional Document Controller who registers the external document in the QMS through the Master List of External Document then subjects the Master List to control including stamping, recall (if, any) and distribution in accordance with the Control of Maintained Documented Information Procedure.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PROCESS OWNER	Identify the need for acquisition of external document	<ul style="list-style-type: none"> Identify the relevant external documents needed for the planning and operation of the QMS processes. 	
2	PROCESS OWNER	Acquire the external document	<ul style="list-style-type: none"> Acquire copy of the needed external document thru purchasing, downloading or by other means (e.g. supplied manuals or references.) Accomplish the Document Control Request (DCR) Form (External Document) and have it signed by authorized signatories. Submit the signed DCR to the Regional Document Controller for updating of the Master List of External Documents. <p>Note: Use of external documents is generally under the control of each concerned Office only. Thus, distribution and</p>	<ul style="list-style-type: none"> External Document Document Control Request Form (External Document)





SYSTEM PROCEDURE (SP)

Document Code
SP-R12-03B

Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			identification of control status for external documents is not practiced except for ISO standards, for internal audit purposes.	
3	REGIONAL DOCUMENT CONTROLLER (RDC)	Update the Master List of External Documents	<ul style="list-style-type: none"> Update the Master List of External Documents indicating the version/edition, if any, of the acquired document. 	<ul style="list-style-type: none"> Master List of External Documents
4	REGIONAL DOCUMENT CONTROLLER (RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Control the master copy of the updated Master List	<ul style="list-style-type: none"> Control the master copy of the updated Master List, including, stamping, recall (if any), and distribution in accordance with the Control of Maintained Internal Documented Information Procedure. 	<ul style="list-style-type: none"> Master copy Control of Maintained Internal Documented Information
5	REGIONAL DOCUMENT CONTROLLER (RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Retain Records	<ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented Information Procedure and Master List of Records 	<ul style="list-style-type: none"> Master List of External Document Control of Retained Documented Information Master List of Records

Prepared By	Reviewed By	Approved By
 MARY ANN R. TRASPE	 LAILYN A. ORTIZ, CESE	 REYNALDO M. BUNGBUNG, CESO IV
QMS Secretariat/TWG	Assistant Regional Director Quality Management Representative	Regional Director Top Management





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03B-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

Division/Unit: _____

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
(PROCEDURE)							

Prepared by:	Noted by:
Regional Document Controller	Division Chief / Deputy QMR



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03B-01		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Prepared by:	Reviewed by:	
 MARY ANN TRASPE Quality Management Secretariat	 LAILYN A. ORTIZ, CESE Regional Quality Management Representative	 REYNALDO M. BUNGUBUNG, CESO IV Top Management



Republic of the Philippines
 DILG REGION XII (SOCCSKSARGEN)
**DOCUMENT CONTROL
 REQUEST (DCR) FORM**
(External Document)

Document Code		
FM-SP- R12-03B-02		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

DATE OF REQUEST			
REQUEST FOR Please tick ✓ appropriate checkbox.	<input type="checkbox"/> CREATION	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETION

TITLE OF DOCUMENT			
DOCUMENT CODE			
PROPOSED CHANGE			
REVISION NO.	FROM/CURRENT:		TO:
EFFECTIVITY DATE			

REASON FOR THE REQUEST (State Purpose of the New Document or Reason for Change or Deletion)

Note: For creation (new document), signatories are as identified in the Document Responsibility Matrix. For change and creation, signatories are the same with the signatories in the original document being requested for revision/deletion.

Prepared By:	Reviewed By:	Approved By:
Name:	Name:	Name:
Date:	Date:	Date:
Position Title:	Position Title:	Position Title:
Date Received by the Regional Document Controller		DCR Control No. _____

Prepared By	Reviewed By	Approved By
 MARY ANN R. TRASPE QMS Secretariat/TWG	 LAILYN A. ORTIZ, CESE Assistant Regional Director Quality Management Representative	 REYNALDO M. BUNGUBUNG, CESO IV Regional Director Top Management

