

	The Judiciary Quality Management System CONTROL OF DOCUMENTS	Doc Ref No.:	
		Effective Date:	
		Revision No.:	0
		Page No.:	1 of 5

Purpose

The purpose of this procedure is to ensure that all documents needed for the quality management system are kept up-to-date and are readily available for use by those who need them.

Scope

This procedure applies to all internal and external documents identified by the organization as required by the quality management system.

References

- Control of Records
- Reference Matrices
- 2002 Revised Manual of Clerks of Court
- Resolution pertaining to Document Control

Definition of Terms

Document	Information and its supporting medium. The medium can be paper, electronic or optical computer disc, photograph or a combination thereof. Levels of internal documents: Level 1: Policies and Plans Level 2: Quality Manual Level 3: QMS Procedures and Judiciary-wide Documents Level 4: Office/Division/Section/Unit Level Documents
Internal Document	A document generated by the Judiciary
External Document	A document received by the Judiciary from external sources
Uncontrolled Copy	A document copy not subject to further document control after it is issued
Document Masterlist	A list that identifies the documents required by the quality management system
Originator	Office/Division/Section/Unit Head who creates/revises a document

The only controlled copy of this document is the online version maintained in the Court's Website. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the QMS Library. The user should secure the latest revision of this document from the QMS Library. This document is UNCONTROLLED when downloaded and printed.

	The Judiciary Quality Management System CONTROL OF DOCUMENTS	Doc Ref No.:	
		Effective Date:	
		Revision No.:	0
		Page No.:	2 of 5

5.0 Procedure Details

Ref. No.	Key Activities		Responsible	Reference Document/ Record
5.1	Create or revise document	Create a new document Revise an existing document	Originator	--
5.2	Review and approve document	Review and approve document	Levels of approval: Chief Justice? En Banc? - Judiciary-wide PJ - internal documents Clerk of Court En Banc? Office/Division/Section/Unit Head - for internal documents	Rollo Tracking System, Logbook, CMIS
5.3	Register documents	Assign document code Update document masterlist Register external documents	Document Controller (Records Officer/Clerk of Court?)	Routing Slip Internal Logbook Logbook of External Documents Document Masterlist
5.4	Distribute document	Prepare controlled copies of document for distribution File master copy of document Receive controlled copies of document and return any obsolete copies to Document Controller for disposal	Document Controller Copy Holders	Acknowledgement Receipt Logbook
5.5	Archive obsolete copy	Archive obsolete master copy of document and recycle other obsolete copies File document masterlist	Document Controller	Control of Records

The procedure for control of QMS documents and other documents for Judiciary-wide use is similar to that for internal documents, except that the QMR reviews and approves the document instead of the Office/Division/Section/Unit Head.

The only controlled copy of this document is the online version maintained in the Court's Website. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the QMS Library. The user should secure the latest revision of this document from the QMS Library. This document is UNCONTROLLED when downloaded and printed.

	<p>The Judiciary</p> <p>Quality Management System</p> <p>CONTROL OF DOCUMENTS</p>	Doc Ref No.:	
		Effective Date:	
		Revision No.:	0
		Page No.:	3 of 5

Blank forms and report layouts are subject to this document control procedure as these are designed, developed, and distributed for use and/or revised. Filled-out/accomplished forms and completed reports are considered as records and subject to the Control of Records procedure.

Creation/ Revision of Document

Document originator prepares the document or revises the document as a result of review of procedures and systems.

A Routing Slip is attached to the document to trace the review and approval of the created/ revised document.

Where an internal document has been revised, the document originator indicates the nature of revision in the Routing Slip. The revised text in the document is identified by **bold letters**.

Document Review and Approval

Review and approval ensures that the documents are appropriate to the needs of the organization in general, and the intended use of the document in particular.

Review and approving authorities depend on the type of document, which is outlined as follows:

Document	Originator	Review	Approval
Policies and Plans	SC En Banc Committees Offices	SC En Banc	SC En Banc
QMS Manual	QMS Core Team	QMR	SC En Banc
QMS Procedures and Judiciary-Wide Documents	QMS Core Team	QMR	SC En Banc
Court-wide Level of Documents	Office Committees	Head of the Court or Office of the Court Administrator or Court En Banc	Head of the Court or Office of the Court Administrator or Court En Banc
Lower Courts - Nationwide	OCA	OCA	OCA or CJ or SC En Banc
- Judicial Region	OCA	OCA	OCA
- City and Municipality	Executive Judge	Executive Judge	Executive Judge
- Branch	Presiding Judge	Presiding Judge	Presiding Judge
Office/Division/Section/Unit Level Documents	Office/Division/Section/Unit Head	Office Head	Office Head

The only controlled copy of this document is the online version maintained in the Court's Website. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the QMS Library. The user should secure the latest revision of this document from the QMS Library. This document is UNCONTROLLED when downloaded and printed.

	The Judiciary Quality Management System CONTROL OF DOCUMENTS	Doc Ref No.:	
		Effective Date:	
		Revision No.:	0
		Page No.:	4 of 5

Review and approval of old reference manuals considers the need for revisions, to make them current in terms of content and format.

All documented procedures are reviewed every five (5) years or as the need arises to assess the adequacy, suitability and appropriateness in response to the continual improvement of the QMS.

Old reference manuals (e.g. documentation prior to implementation of the ISO 9001 QMS retrieved from general circulation pending final disposition) may be reused subject to registration as a controlled document. A Routing Slip is prepared to obtain approval for reuse.

Registration of Documents

New documents as well as revisions to existing documents are registered in a document masterlist by the Document Controller (Records Officer or Clerk of Court?) to ensure proper control.

External documents are registered in a logbook by the:

- 1. Supreme Court
 - All (individual) Offices
- 2. Court of Tax Appeals
 - Judicial Records Division
 - Office of Administrative and Finance Service
- 3. Sandiganbayan
 - Docket Section
- Court of Appeals
 - All (individual) Offices
- 5. Lower Courts
 - Office of the Clerk of Court for Multiple Sala
 - Presiding Judge
 - Branch Clerk of Court

External documents received electronically (e.g. via e-mail) is printed to facilitate registration (and subsequent review and distribution). Documents received by fax and printed initially on fax thermal paper is photocopied (thermal paper printouts fade in time).

Distribution of Documents

A master copy of each internal document is retained by the authorized Document Controller until revised.

The copy of the external document submitted/ received for registration is considered the master copy, and is retained by the authorized document controller, per court, until superseded.

Controlled copies of documents are photocopied from master copies, and stamped “Controlled Copy” in blue ink, prior to distribution to copyholders.

The only controlled copy of this document is the online version maintained in the Court's Website. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the QMS Library. The user should secure the latest revision of this document from the QMS Library. This document is UNCONTROLLED when downloaded and printed.

	The Judiciary Quality Management System CONTROL OF DOCUMENTS	Doc Ref No.:	
		Effective Date:	
		Revision No.:	0
		Page No.:	5 of 5

Copyholders sign a proof of receipt, such as, logbook, the acknowledgment receipt and/or give a machine-stamped document and/or barcoded document upon receipt of their respective copies.

Archiving of Obsolete Master Copy

Obsolete master copy is stamped “Obsolete Copy” in red ink to prevent unintended use. Refer to Control of Records Procedure for the retention and disposition schedule.

Other obsolete controlled copies of documents are striked out and recycled for use.

Attachment

- Document tracking sheet
- Document masterlist
- Acknowledgement receipt
- Logbook

Prepared by:	Reviewed by:
NAME	NAME
Chief, Records Division	QMR
	Approved by:
	NAME
	CJ/SC En Banc

The only controlled copy of this document is the online version maintained in the Court’s Website. The reader must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the QMS Library. The user should secure the latest revision of this document from the QMS Library. This document is UNCONTROLLED when downloaded and printed.