



## Procedure 09

### DOCUMENTED INFORMATION

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Control No. : **PM09-01**

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Approved by: Dir. Miguela G. Pleyto - BOD Chairperson

## 1.0 OBJECTIVES

- 1.1 Ensure that documented information in all processes is approved prior to distribution.
- 1.2 Ensure that all documented information issued for use are sufficient, monitored, controlled and easily recognizable based on its purpose and its proper distribution.
- 1.3 Ensure that all documents/requirements affecting the concessionaires are properly stored and documented and rate treated confidential, if necessary.
- 1.4 Ensure enhanced quality of documented information to aid the management in its fundamental responsibilities
- 1.5 Ensure that external documents that affects the QMS are identifiable and distributed accordingly.
- 1.6 Ensure that all documented information are properly maintained and controlled for the identification, distribution, storage, retention, transfer and disposition in accordance with approved records retention schedules.

## 2.0 SCOPE

This procedure defines the controls for QMS documented information which are related to:

- 2.1 Approval of documented information for adequacy prior to its subject matter
- 2.2 Review and update, and revision of documented information as necessary
- 2.3 Ensuring that changes and current revision status are identified
- 2.4 Ensuring the availability of relevant versions of documented information at its points of use
- 2.5 Ensuring that documented information remain legible and readily identifiable
- 2.6 Preventing the unintended use of obsolete documented information and the application of suitable identification if they are retained for any purpose
- 2.7 Ensuring that documented information of external origin are identified and their distribution is controlled
- 2.8 Ensure proper storage of documented information for preventing physical damage and deterioration.
- 2.9 Ensure that documented information are protected from threats of tampering, theft, and loss
- 2.10 Ensure that documented information are retrieval when needed
- 2.11 Ensure the retention and disposal of all documented information