

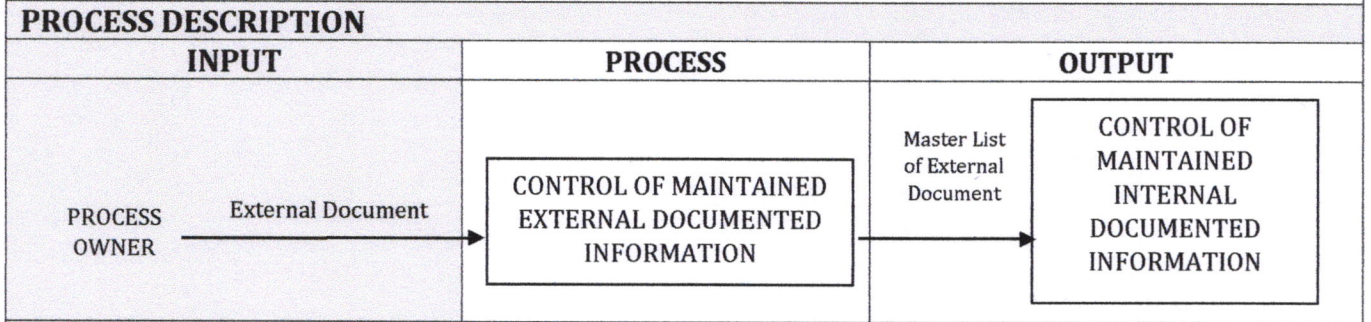


DILG REGION XIII (CARAGA)  
**SYSTEM  
 PROCEDURE (SP)**

Document Code  
**R13-SP-01B**

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<b>PROCEDURE TITLE</b>	<b>CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION</b>
<b>SCOPE</b>	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.
<b>PURPOSE/S</b>	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.



**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"> <li>Identify the relevant external documents needed for the planning and operation of the QMS processes.</li> </ul>	
2	PROCESS OWNER	Acquire the external document	<ul style="list-style-type: none"> <li>Acquire copy of the needed external document thru purchasing, downloading or by other means (e.g. supplied manuals or references.)</li> <li>Accomplish the Document Control Request (DCR) Form (External Document) and have it signed by authorized signatories.</li> <li>Submit the signed DCR to the Regional Document Controller for updating of the Master List of External Documents.</li> </ul>	<ul style="list-style-type: none"> <li>External Document</li> <li>Document Control Request Form (External Document) (FM-R13-SP-01B-02)</li> </ul>