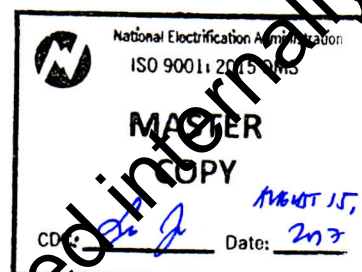

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	Document Title: <b>CONTROL OF DOCUMENTS</b>	Rev. No. <b>04</b>	Effective: <b>August 15, 2017</b>

Title : Control of Documents  
Document Code : NEA-QMS-SP-1.01  
Document Type : System Procedures Manual  
Effective Date : August 15, 2017  
Review Frequency : 1 year  
Distribution : Printed, LAN, Web



Prepared by: <i>[Signature]</i> <b>LINO SJ. VERMUDO, JR.</b> Central Document Controller	Reviewed by: <i>[Signature]</i> <b>FRANCISCO A. ALAYMO</b> QMR	Approved by: <i>[Signature]</i> <b>EDGARDO R. MASONGSONG</b> Administrator
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Review / Revision History			
Revision No.	Date	Description	Approved By
0	Sept. 1, 2014	Start of Effectivity Date of NEA-QMS-SP-1.01 Control of Documents	AESB
1	Dec. 1, 2014	Inclusion of Control of External Documents in the procedure	AESB
2	May 1, 2015	Only Master copies of obsolete documents shall be retained. Controlled copies of obsolete documents shall be disposed of properly according to existing guidelines	AESB
3	Sept. 15, 2016	Inclusion of two (2) ad hoc offices: Office for Renewable Energy Development and Office for Performance Assessment and Special Studies in the document coding system  Revision of Reference Documents from ISO 9001:2008 Clause 4.2.3 Control of Documents into ISO 9001:2015 Clause 7.5 Documented Information	SBSD
4	Aug. 15, 2017	The new names of Corporate Communication and Social Marketing Office, Management and Consultancy Services Office, and NEA-EC Training Institute are indicated in the Document Coding System	AERM

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## 1.0 OBJECTIVE

To ensure control of documents that relate to NEA's Quality Management System (QMS);

To ensure that all management system-related documents are identified, reviewed and approved for adequacy and that only the latest revisions are available at points of use; and

To define the steps followed in the receipt, review and distribution of documents received from external sources such as government agencies.

## 2.0 SCOPE


This covers the creation, review, approval, issuance and retrieval, and protection of management system-related documents. This shall cover internal and external QMS documents.

## 3.0 TOTAL/MAXIMUM DURATION OF PROCESS

Not applicable

## 4.0 DEFINITION OF TERMS

CDC	-	Central Document Controller
Document	-	Meaningful data and other information and its supporting medium such as procedure, specification, drawing, report, standard, records, etc. The medium can be paper, magnetic, electronic or optical computer disc, photograph, or a combination thereof
Internal Documents	-	Documents that are generated within the NEA's QMS, such as the quality manual, system and departmental procedures, work instructions and forms
External Documents	-	Documents coming from organizations or entities outside of NEA and within the scope of the QMS which may include copies of management system standard, equipment manuals, or reference publications
Document Controller/ Owner	-	The person(s) or unit authorized to prepare, implement and maintain a document, e.g. procedure or instruction

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### Guidelines:


#### 1. Control of Electronic Documents

- Soft copy of procedures shall be available in NEA's Local Area Network
- The Central Document Controller (CDC) is the only personnel with access to revise and/or upload new procedures in the Local Area Network
- All other users can only access a read-only version (PDF) of the document to prevent unauthorized revisions.
- Personnel are discouraged from saving copies of the procedures. Once procedures are saved in the local or external hard drives of personnel, they shall be considered uncontrolled.

#### 2. Document Coding and Formatting

##### Document Header

All pages of documents, except forms, shall have the following header:


 <b>National Electrification Administration</b>	Manual Title:	Doc Code:	Page:
	Document Title:	Rev. No.	Effective:

In addition to the header shown above, the first page of documents shall also contain the following format:

Title :  
Document Code :  
Document Type :  
Effective Date :  
Review Frequency :  
Distribution :


Prepared by:  <b>NAME</b> Designation	Reviewed by:  <b>NAME</b> Designation	Approved by:  <b>NAME</b> Designation
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- Prepared by - indicates the name and the signature of the person who prepared the document or the document owner
- Reviewed by - indicates the name and the signature of the person who reviewed and accepted the document usually the superior of the document owner or the person in charge of the matter
- Approved by - indicates the name and the signature of the person who approved the document usually the QMR or other management persons in charge of the matter


Review / Revision History			
Revision No.	Date	Description	Approved By
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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### Document Coding System

Reference Number, Policy Number, Document Number or Document Code refers to the numbering system unique to a particular document.  
The coding system is: **AAA-BBB-CC-0.0**

TEMPLATE	CODE	DEFINITION
<b>AAA</b> (Organization)	<b>NEA</b>	National Electrification Administration
<b>BBB</b> (Department )	<b>QMS</b>	NEA-Wide Procedures
	<b>OOA</b>	Office of the Administrator
	<b>CPO</b>	Corporate Planning Office
	<b>CCS</b>	Corporate Communication and Social Marketing Office
	<b>HRA</b>	Human Resource and Administration Department
	<b>ITC</b>	Information Technology and Communication Services Department
	<b>FSD</b>	Finance Services Department
	<b>AMG</b>	Accounts Management and Guarantee Department
	<b>MCS</b>	Management and Consultancy Services Office
	<b>ENG</b>	Engineering Department
	<b>ATE</b>	Accelerated Total Electrification Office
	<b>IDD</b>	Institutional Development Department
	<b>ECA</b>	Electric Cooperative Audit Department
	<b>NET</b>	NEA-EC Training Institute
	<b>OCS</b>	Office of the Corporate Secretary
	<b>LSO</b>	Legal Services Office
	<b>IAQ</b>	Internal Audit and Quality Standard Management Office
	<b>ORE</b>	Office for Renewable Energy Development
	<b>OPS</b>	Office for Performance Assessment and Special Studies
<b>CC</b> (Type of Document)	<b>QM</b>	Quality Manual
	<b>SP</b>	System Procedure(NEA-wide)
	<b>DP</b>	Departmental Procedures
<b>0.0</b>		Document Serial Number

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>SYSTEM PROCEDURES MANUAL</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-1.01</b>	<i>Page:</i> <b>6 of 11</b>
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## Document Contents

- 1.0 **OBJECTIVE**– states the objective of the document
- 2.0 **SCOPE** – describes the activity function covered/affected by the procedure or instruction, including limitations, if any
- 3.0 **TOTAL/MAXIMUM DURATION OF PROCESS** – amount of time a process is completed
- 4.0 **DEFINITION OF TERMS**– provides definitions or terms of unfamiliar terminology and abbreviations contained in the document
- 5.0 **REFERENCES** – contain the materials used to develop the document, including related information, comments and other interfacing documents
- 6.0 **PROCEDURE** – the guides, steps and formats in which to achieve the purpose of the document
- 7.0 **ATTACHMENTS**– enumerate appendices to the document
- 8.0 **RECORDS** – indicate the records to be generated as a result of the procedure to be implemented


## Document Format

- The paper size – A4 size (8.27" x 11.69") bond paper must be used and must be consistent for a type of document.
- Orientation – the preferred paper orientation is portrait, but landscape orientation may be used when it provides a clearer presentation or accommodates wider view, e.g. for drawings, tables and graphs.
- The page format on headers and footers are retained whenever A4-sized paper or landscape orientation is used.
- The font used is Arial size 11 for all text and size 10 for Flowcharts, Tables and graphs.

## Reviewing and Approving Authorities

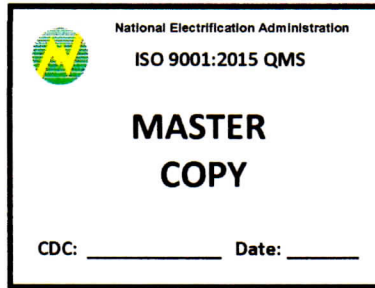
Document	Reviewing Authority	Approving Authority
Quality Manual	QMR	Administrator
System Procedures	QMR	Administrator
Departmental Procedures	Division Manager	Department Manager/ Deputy Administrator



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### Copy Control System

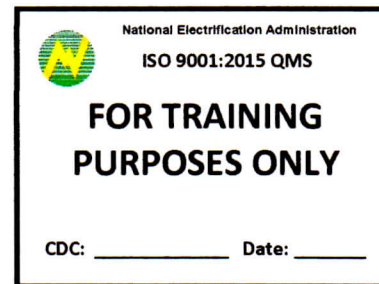
Master and Controlled Copies are stamped with the following:



### Issuance of Uncontrolled Copy

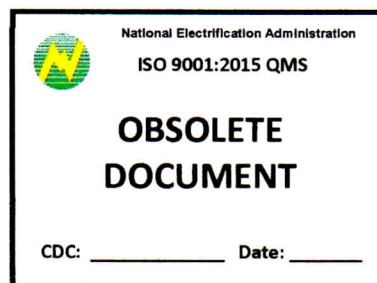
All printed part of the QMS documents shall be considered "UNCONTROLLED" unless stamped as controlled. The Central Document Controller is not required to update the copies of the holders of uncontrolled documents should new versions be made.


The following stamps indicate that the copies issued out are uncontrolled:



### Retrieval of Obsolete Documents

Obsolete documents retrieved from copyholders shall be marked with the following stamp:



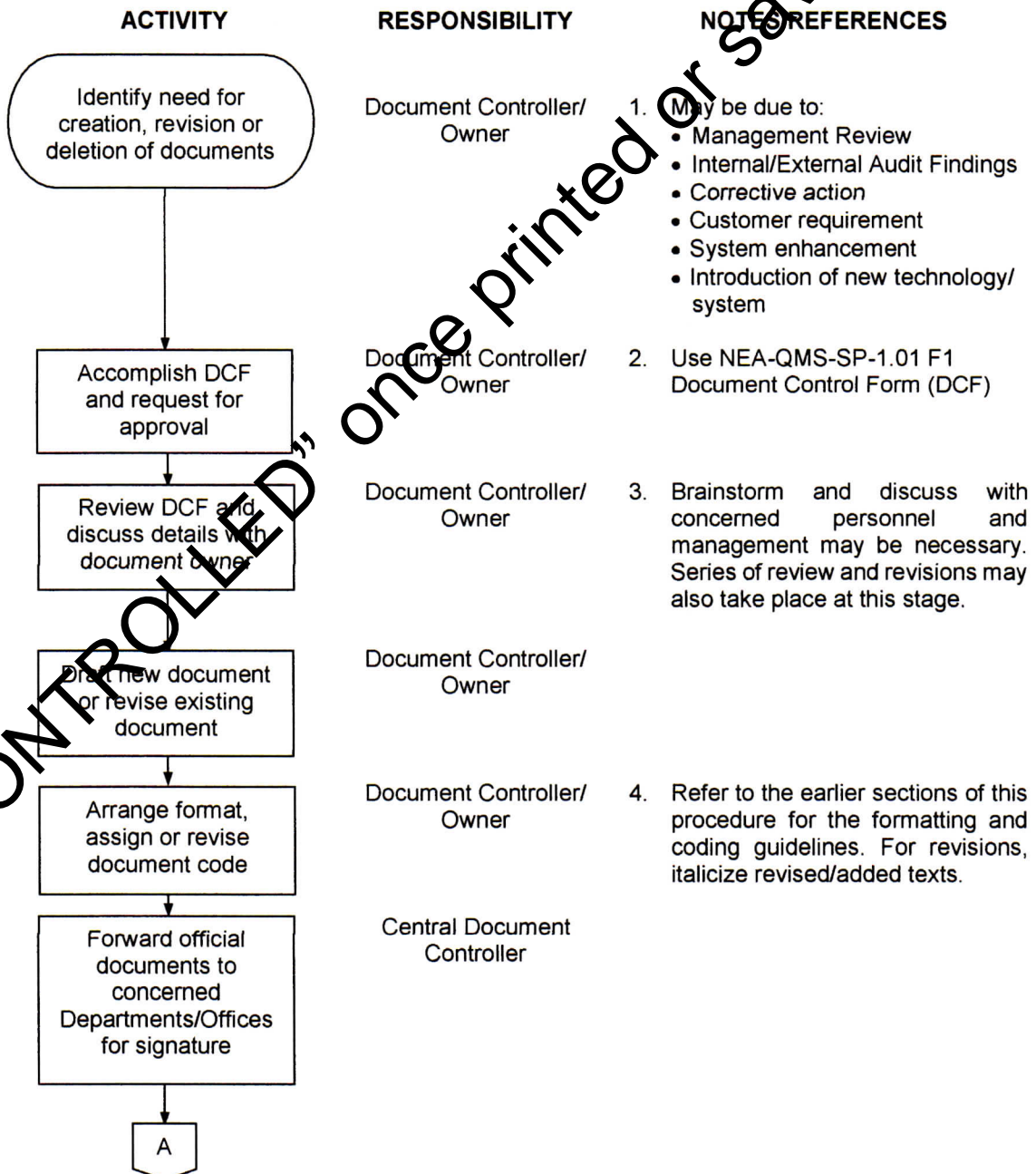
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## 5.0 REFERENCE DOCUMENTS


*ISO 9001:2015 Clause 4.4 Quality Management System and Its Processes  
Clause 7.5 Documented Information*

## 6.0 PROCEDURES

### A. CONTROL OF INTERNAL DOCUMENTS



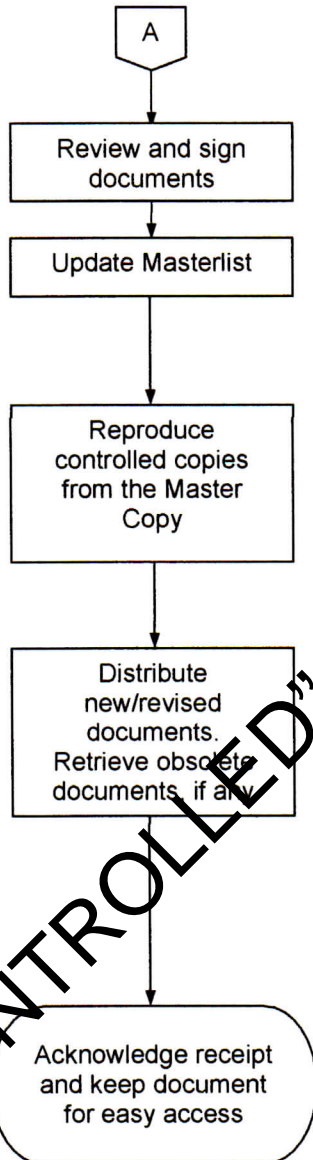


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# ACTIVITY

# RESPONSIBILITY

# NOTES/REFERENCES



Approving Authorities


Central Document  
Controller

Central Document  
Controller

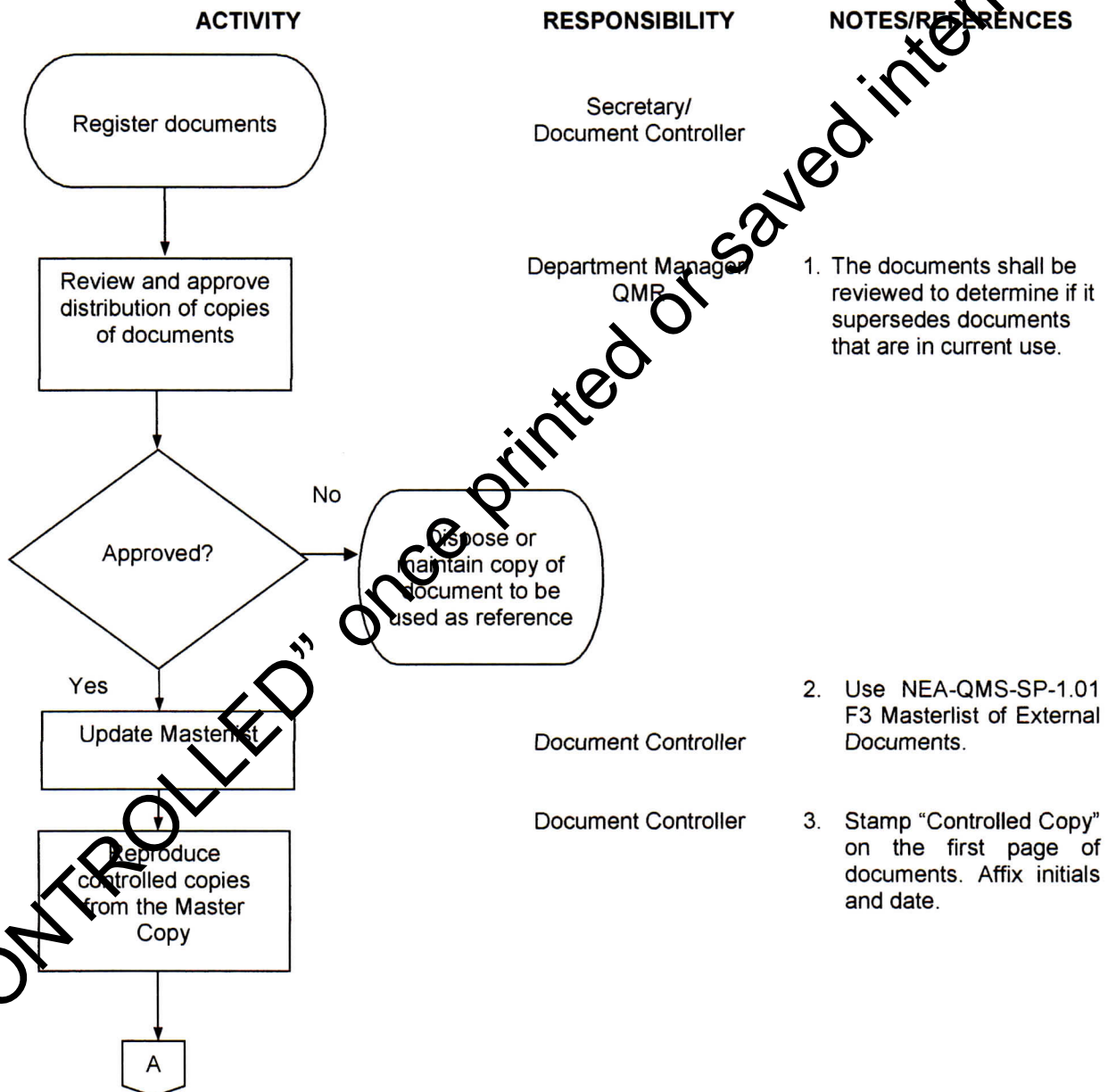
Central Document  
Controller


Document  
Controller/Owner

5. Use NEA-QMS-SP-1.01 F2 Masterlist of Internal Documents.
6. Stamp "Controlled Copy" on the first page of documents. Affix initials and date.
7. Upon distribution of new or revised document, retrieve obsolete or superseded documents.
8. All retrieved obsolete controlled copies shall be disposed of properly according to existing guidelines. The Master Copy shall be retained for future reference. It shall be marked as "Obsolete Document" and filed by the Central Document Controller.
9. Document Controller/Owner shall acknowledge receipt of document by signing NEA-QMS-SP-1.01 F4 Document Issuance and Retrieval Form.

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## B. CONTROL OF EXTERNAL DOCUMENTS

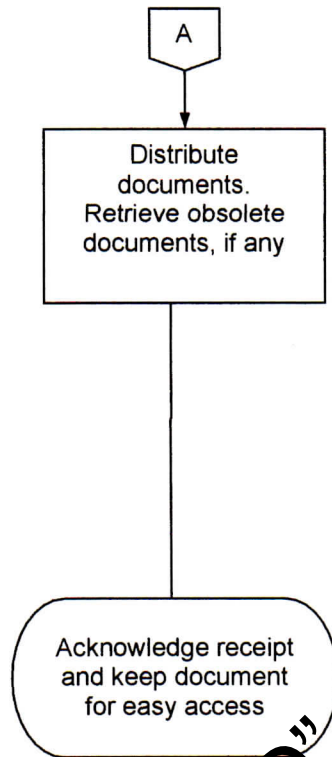


 <b>National Electrification Administration</b>	Manual Title: <b>SYSTEM PROCEDURES MANUAL</b>	Doc Code: <b>NEA-QMS- SP-1.01</b>	Page: <b>11 of 11</b>
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#### ACTIVITY

#### RESPONSIBILITY

#### NOTES/REFERENCES



Document Controller

4. Upon distribution of new or revised document, retrieve obsolete or superseded documents.

5. All retrieved obsolete copies shall be disposed of properly. At least one copy shall be retained for future reference. It shall be marked as "Obsolete Document" and filed by the Document Controller.

Document Owner

6. Document Owner shall acknowledge receipt of document by signing NEA-QMS-SP-1.01 F4 Document Issuance and Retrieval Form.

#### 7.0 ATTACHMENTS

None

#### 8.0 RECORDS

NEA-QMS-SP-1.01F1 Document Control Form (DCF)  
 NEA-QMS-SP-1.01F2 Masterlist of Internal Documents  
 NEA-QMS-SP-1.01F3 Masterlist of External Documents  
 NEA-QMS-SP-1.01F4 Document Issuance and Retrieval Form



# SYSTEM PROCEDURES MANUAL

## DOCUMENT CONTROL FORM

Author: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
(Signature over printed name)

Department/Office: \_\_\_\_\_

Document No : \_\_\_\_\_

Document Title: \_\_\_\_\_

Revision No. : \_\_\_\_\_

Page(s) to be Revised: \_\_\_\_\_

Effectivity Date : \_\_\_\_\_

Reason(s) for Conception / Revision / Deletion :

Details:

Reviewed by : \_\_\_\_\_

Date : \_\_\_\_\_

Approved by : \_\_\_\_\_

Date : \_\_\_\_\_

(To be filled up by the Central Document Controller)

DCF No.: \_\_\_\_\_

Central Document Controller : \_\_\_\_\_

(Print name, signature and date)

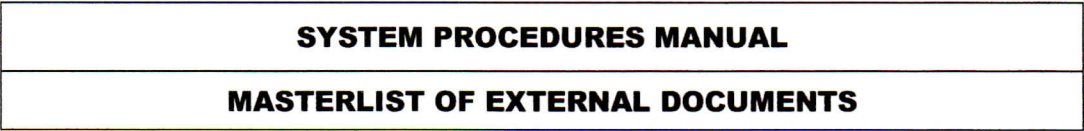
**"UNCONTROLLED"** once printed or saved internally



## MASTERLIST OF INTERNAL DOCUMENTS

Department/Office:

[illegible]

[illegible]

“UNCONTROLLED” once printed or saved internally





**DOCUMENT ISSUANCE/RETRIEVAL FORM**

**Document Title:**

[illegible]