


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK CONTROL OF DOCUMENT	Doc. No:	UniKL/RCMP/ QMS-01
		Revision No:	01
		Date	01 July 2017
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Prepared by:  Name : Nur Iman Binti Abdul Wahab Position : Document Officer Date : 22 June 2017	Approved by:  Name : Thian Yee Wei Position: Quality Management Representative (QMR) Date : 22 June 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	QMR
2	01 July 2017	Upgrading of ISO 9001:2015 (Refer to the Items highlighted in blue)	01	QMR

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1. OBJECTIVE

This procedure describes the preparation and controlled document of UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK (UniKL RCMP) Quality Management System (QMS) which covers the following documents :-

- a) Quality Manual.
- b) Quality Procedures and Forms.

2. SCOPE

Applicable to all QMS procedures including Quality Manuals, which are used to control all works carried out by RCMP.

3. REFERENCES

NIL


4. DEFINITIONS / ABBREVIATIONS

QMR : Quality Management Representative
HOD : Head of Department
HOP : Head of Program


5. PROCEDURE

5.1 Control of Documents for General Application

5.1.1 With documents of internal origin, the QMR establishes and maintains a computerized master list or document control centre indicating the current revision number of each document and the date of issue ([UniKL/RCMP/QMS-01-01](#)).

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- 5.1.2 The document control centre is updated whenever a new revision of a document is made. A current hard copy/original document will be placed in the Document Officer's office in such a way that it is readily available for reference but cannot be taken away or duplicated.
- 5.1.3 Prior to issue of a document, the QMR reviews the entire document for adequacy, both in contents and in format and the authorized person approves the said document.
- 5.1.4 QMR ensures that the document number, the revision number and revision date are shown on every page, the authorized person then indicates approval by signing on the document.
- 5.1.5 When a document contains more than ten (10) amendments, the QMR shall re-issue the whole document incorporating all amendments.
- 5.1.6 With documents of external origin, the QMR maintains the status document, replacing an outdated document as soon as new version is received.
- 5.1.7 The outdated document is either disposed of or stamped with mark "OBSOLETE" if the outdated documents need to be kept.
- 5.1.8 The QMR is responsible for distribution by using UniKL RCMP website. For documents of external origin marked "CONTROLLED DOCUMENT", the QMR establishes and maintains a list of Distribution of External Controlled Copies of Document ([UniKL/RCMP/QMS-01-02](#)).
- 5.1.9 The original documents shall only be kept by Document Officer. They are stamped/printed as "ORIGINAL DOCUMENT".
- 5.1.10 For internal distribution of documents, the distributed copies are stamped/printed as "CONTROLLED COPY".

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5.1.11 All documents will be broadcasted in UniKL RCMP website. Any documents that are printed directly from the softcopy (UniKL RCMP website) are invalid.

5.1.12 Only Document Officer will be able to amend the approved document using individual coding/password. The documents can be accessed by user at any time for use.

5.1.13 The superseded copy, or the part which has been replaced, is promptly removed to ensure against unintended use.

5.1.14 A set of hard copy of the obsolete document is kept in the archive file.


5.1.15 Changes to or creation of internally produced quality system documentation will be initiated using – Amendment Instruction ([UniKL/RCMP/QMS-01-03](#)).

5.1.16 The followings are the authorized person for QMS documents :-

<u>Document Type</u>	<u>Authorized Person</u>
a) Quality Manual	Chief Executive Officer
b) Quality Procedure	QMR / Dean / HOD / HOP
c) Work Instruction	HOD / HOP

5.1.17 The responsible HODs shall create, update & ensure the accessibility of documents based on the below :

- a) All the Documents shall be identified with Document Title, Document No., and Effective Date & Revision No. for identification & traceability purpose.
- b) All the documents shall be recorded in English Language, unless otherwise stated, such as need to be in Local Malay Language to ease understanding.

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- c) All the documents shall be made available in both hardcopy, and softcopy (at server) for everybody's reference.
- d) For document in softcopy shall be protected from unintended alteration or access while the access permission is imposed by the management.

6.0 DESCRIPTION

NIL

7.0 RECORDS

No	Titles/Records	Reference Number	Location	Retention Period
1	Masterlist of Controlled Document	UniKL/RCMP/QMS-01-01	Main Office	3 YEARS
2	Distribution of External Controlled Document	UniKL/RCMP/QMS-01-02	Main Office	3 YEARS
3	Amendment Instruction	UniKL/RCMP/QMS-01-03	Main Office	3 YEARS



**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

**DISTRIBUTION OF EXTERNAL
CONTROLLED DOCUMENT**

Ref. No:

UniKL/RCMP/
QMS-01-02

Revision
No:

01

Date

01 July 2017

Doc. Number	Document name	Effective Date	Revision No.
		09 May 2014	00

Copy No.	Document Holder	Date of Distribution	Date Returned
1	CEO		
2	QMR		
3	DEAN		
4	HOD/HOP		
5			

PREPARED BY	APPROVED BY
NAME :	NAME :
DATE :	DATE :



**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

AMENDMENT INSTRUCTION

Ref. No:

UniKL/RCMP/
QMS-01-03

Revision
No:

01

Date

03 July 2017

Procedure Name: _____

Procedure No. : _____

Rev. No. : _____

Document change initiated by: _____

Date: _____

Recommended Amendment:

PROCESS OWNER:

Date:

Justification for Amendment:

HOD/HOP:

Date:

Reviewed by: _____ (QMR)

Date:

Approved by: _____ (CEO/Dean/HOD/HOP)

Date:

Amended by: _____ (Document Officer)

Date:

Amendments completed :

New Revision No. :