	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
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1.0 Objectives

- To ensure that all documents in the BAI's QMS are:
 - approved for adequacy prior to usage;
 - reviewed, updated as necessary and re-approved prior to usage
 - identified and its distribution controlled
 - available at points of use
 - legible and readily identifiable

2.0 Scope

- This procedure covers all activities in the control of documents, both internal and external.

3.0 Definition of Terms

- DCO refers to Document Control Officer
- DDC refers to Division Document Custodian
- SDC refers to Section Document Custodian
- UDC refers to Unit Document Custodian
- Controlled Documents refer to all documents, which have specified requirements on initiation, review, approval, registration, issuance, revision, obsolescence and withdrawal.
- Internal documents refer to all documents generated by the organization.
- External documents refer to documents coming from external sources such as references, equipment manual and product insert.
- Incoming documents refer to communications/letter, special order, memo, obligation request and purchase request.
- Revision Number refers to the frequency of revisions made on a document.
- Effectivity date refers to the date when a document is made effective.
- Copy holders can be functions or responsible persons who are identified as user of the document.

4.0 Records

- R-BAI-92 Issuance/Withdrawal File
- R-BAI-95 Obsolete copies of Original Documents
- R-BAI-37 Logbook Incoming Documents
- R-BAI-23 Document Creation/Revision Request File
- R-BAI-127 Controlled Documents File

5.0 References

- ED BAI-01 PNS ISO 9001:2008, Quality Management Systems- Requirements
- EDBAI-02 PNS ISO 9000:2005, Quality Management Systems – Fundamentals and Vocabulary
- ED BAI-03 PNS ISO IEC 17020:2012 Inspection Body Requirements



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6.0 Process

FLOW	RESPONSIBILITY	DETAILS
	Concerned Process Owner/s	<ul style="list-style-type: none"> All DCs of concerned sections are given soft copies of their respective documents. Need for documentation may arise as a result of any of the following: <ul style="list-style-type: none"> Documentation review Management review A new process Change/s in existing processes Changes in customer requirements Changes in regulatory/legal requirements Revision of the relevant standards
	Concerned Process Owner/s	<ul style="list-style-type: none"> Request is reviewed for adequacy, completeness & necessity Use GF BAI-32 Document Creation/ Revision Request Form. Attach to it is the document to be revised with its corrections.
	DCO/SH/QMR	
	DCO/DDC/SDC	<ul style="list-style-type: none"> Use GF BAI-33 Procedures Template and GF BAI-34 Work Instructions Template For new documents <ul style="list-style-type: none"> Assign codes according to GP BAI-03 Coding of Controlled Documents Set Revision No. to "00" For Header <ul style="list-style-type: none"> Bookman Old Style 16 bold type, all caps (Type of Manual) Bookman Old Style 14 bold (Document Name)



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		<ul style="list-style-type: none"> ○ Bookman Old Style 11, bold (Office Label) ○ All others are in Bookman Old Style 11 ● For Footer/ Signature Box <ul style="list-style-type: none"> ○ Verdana 8 ● Use Verdana 10 for the content/body text ● For old documents change the Revision No. and italicize the revised portion of the document when appropriate ● Effectivity date is at least 5 days after approval of the revised document
	<p align="center">DCO/DDC/SDC</p>	<ul style="list-style-type: none"> ● Use blue ink in signing all original copies of documents and in signing legal documents. ● In filling up Form documents, the use of blue and black ink is permissible ● Original copies bear colored logo ● All original copies are kept by the DCO ● Digital copy of all the documents are placed in a folder and stored in DCO/SDC/UDC's computer which is password protected. ● Back up files of ISO documents are stored in a removable thumb drive/USB solely for ISO documents/ purposes only. ● Soft copies are also stored in a centralized QMS library within the network <i>and Cloud Storage</i> with appropriate access rights. "View" mode only for employees of BAI and shall not be printable. ● In the event that there is a need to have a printed copy, a request shall be submitted to the DCO and approved by the QMR.



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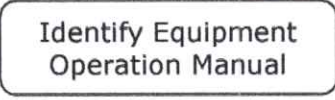
	<p align="center">DCO/DDC/SDC</p>	<ul style="list-style-type: none"> • Refer to the Distribution Matrix of every manual for the copy holders and number of copies • For printed/copied documents: <ul style="list-style-type: none"> ○ Stamp "CONTROLLED COPY" on every page of the document except for form document and DDCs copy which is stamped at the back ○ All controlled copies are stamped by the DCO/DDC. ○ Indicate the copy holder number on every page of the document ○ For copies upon request for training and audit, documents are stamped "UNCONTROLLED COPY" ○ Use GF BAI-92 Request for Uncontrolled Copy of Documents
	<p align="center">DCO/DDC/SDC</p>	<ul style="list-style-type: none"> • Distribute revised documents and withdraw superseded documents one day before the effectivity date • Refer to Distribution Matrix of every manual • Use GF BAI-50 Issuance & Withdrawal Form • Obsolete copies are controlled according to GP BAI-05 Control of Records
	<p align="center">Concerned Section/Unit Head</p>	
	<p align="center">DCO/DDC/SDC/UDC</p>	<ul style="list-style-type: none"> • Master List of Records-General (PL BAI-17) and respective divisions • GF BAI- 184 Controlled Documents Form • R-BAI-127 Controlled Documents File

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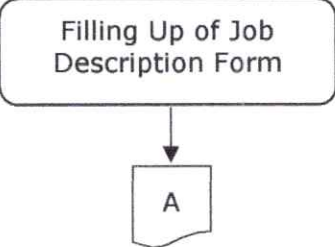
7.0 External Documents

FLOW	RESPONSIBILITY	DETAILS
A. Incoming Documents		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Receive Documents</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Receiving Clerk/Officer	<ul style="list-style-type: none"> Documents received are logged in the R-BAI-37 Logbook of Incoming Documents. Documents like special order, memo, communications/letter are stamped received and dated
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Review Document/s& Determine Copy</div> <div style="text-align: center; margin-top: 10px;">↓</div>	DQMR/DCO/DDC/SDC/UDC	<ul style="list-style-type: none"> Review to determine usefulness and relevance to the QMS and BAI's operations
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Post & Prepare Copies</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Receiving Officer	<ul style="list-style-type: none"> Number of copies is according to the number of copy holders.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Distribute</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Receiving Officer/Clerk	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Update Relevant Documents</div> <div style="text-align: center; margin-top: 10px;">↓</div>	DCO/DDC/SDC/UDC	<ul style="list-style-type: none"> Master List of External Documents-General (PL BAI-16) and respective divisions
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">File</div>	Receiving Officer/Clerk	<ul style="list-style-type: none"> After posting for 3 months, original copies/received copies are filed accordingly.
B. References		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Identify References</div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content;">A</div> </div>	DCO/DDC/SDC/UDC	<ul style="list-style-type: none"> References downloaded from the internet are treated as original copies Code references following the GP BAI-03 Coding of Controlled Documents Stick labels of reference manual on front and back cover, first and last pages

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		<ul style="list-style-type: none"> All references are stamped controlled on the first page and are kept by the respective SDCs and UDCs Copies are stamped as "CONTROLLED COPY" and indicate copy holder
	DCO/DDC/SDC/UDC	<ul style="list-style-type: none"> Record references if borrowed in R-BAI-09Borrower's Card
C. Equipment Operations Manual		
	Concerned Process Owner/SDC/UDC	<ul style="list-style-type: none"> Code equipment operation's manual following the GP BAI-03 Coding of Controlled Documents Equipment operation's manual is placed in the corresponding equipment folder/book and are kept by person responsible/SDC for particular equipment Stick labels of equipment manuals on front and back cover, first and last pages.

8.0 201 Files

FLOW	RESPONSIBILITY	DETAILS
	Employee	<ul style="list-style-type: none"> Use GF BAI-51 Job Description Template in filling up the job description



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<p align="center">A</p> <p align="center">↓</p> <p align="center">For Approval by DQMR</p> <p align="center">↓</p>	<p align="center">DC/Top Management</p>	
<p align="center">Requirements</p> <p align="center">↓</p>	<p align="center">Employee</p>	<ul style="list-style-type: none"> Updated photocopies of: Appointment Letter, PDF, PDS, SALN, IPCR, Training Certificates, License/ Eligibility/Authority to drive/ Special Order and other pertinent documents
<p align="center">Storage/Filing</p>	<p align="center">SDC</p>	<ul style="list-style-type: none"> Documents are placed in data folder and are kept by the HRD Officer/ SDC/UDC

Prepared by:	Approved by:
<p align="center"><i>J. Galasinao</i></p> <p align="center">JOCELYN C. GALASINAO Document Control Officer</p>	<p align="center"><i>R. Morales</i></p> <p align="center">REILDRIN G. MORALES, DVM, MVPHMgt. Top Management</p>