

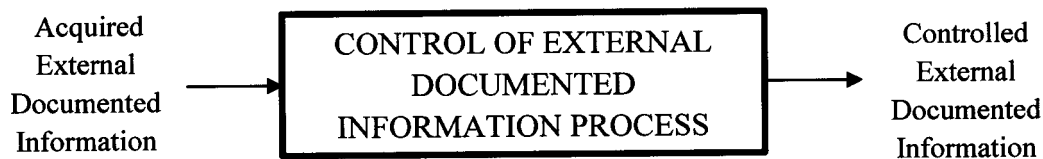


## QUALITY SYSTEM PROCEDURES

<b>TITLE</b>	<b>CONTROL OF EXTERNAL DOCUMENTED INFORMATION PROCEDURE</b>
<b>PURPOSE</b>	To define and establish a process of efficient management of external documented information, in conformity with relevant standards and regulations.
<b>SCOPE</b>	This procedure defines the process of managing and controlling the acquisition, distribution and recalling of obsolete external documented information of NEDA-ICC.
<b>DEFINITION OF TERMS</b>	<b>External documented information</b> – any document relevant to NEDA’s operations that is generated externally (i.e. applicable guidelines of regulatory bodies such as CSC, DBM, COA, etc., ISO standards)

### PROCESS DESCRIPTION

- 1.1 This process manages and controls the creation, revision, review, update, approval and re-approval of documented information, including its deletion from the QMS when no longer relevant, and the recall of the obsolete ones to ensure consistency of implementation of the process.



### PROCESS FLOW

STEP NO.	PROCESS / STEPS	DETAILS	RESPONSIBLE PERSON	REFERENCE / INTERFACE
	<b>START</b>			
01	Identification of need for acquisition of external documented information	All external documented informations needed in the process implementation are identified.	Concerned Process Owner	All existing QMS documents that require external references
02	Acquisition of external documented information	Process owner acquires copy of needed external documented information either by downloading or procurement.  If purchasing is required, refer to relevant procurement procedure. Turn-over the acquired copy of the external documented information to the Document Controller.	Concerned Process Owner / Procurement Officer	- External documented information - Procurement through Competitive or Public Bidding Procedure - Alternative methods of



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				procurement procedures
03	Updated Master List of External documented information	Indicate the year the reference was published or copyrighted.	Document Controller and Process Owner	Masterlist of External documented informations
04	Retainment of external documented information	Retain all records generated in accordance with this procedure.	Concerned process owners	Control of External documented Information Procedure
	<b>END</b>			

### RECORDS GENERATED

1. Duly-accomplished Master List of External Documented Information
2. External Master Documented Information

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