

DOCUMENT CONTROL PROCEDURE (PRM-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for adding, modifying, or deleting documents within or related to the Process Management System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Process Management Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

4.0 DEFINITIONS:

- 4.1 PRM: Process Management System
- 4.2 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Documentation used in the CMCSS covered by this procedure includes documentation required by the ISO 9001: 2000 Standard. This documentation includes:
 - 5.1.1 The tier one Process Management System Manual ([PRM-M001](#)).
 - 5.1.2 Department handbooks/manuals as referenced in the departmental procedures prefixed by the department's three letter code and suffixed with "M" (for manual), followed by a three digit sequential numbering scheme.
 - 5.1.3 Administrative Policies are prefixed by the department's three letter code and suffixed with "A" (for administrative policy) and followed by a three digit sequential numbering scheme.
 - 5.1.4 Procedures prefixed by the department's three letter code and suffixed with "P" (for procedure), followed by a three digit numbering scheme.
 - 5.1.5 Work instructions, as required and referenced, prefixed by the department's three letter code and suffixed with "W" (for work instruction), followed by a three digit numbering scheme.
 - 5.1.6 Training manuals prefixed by the department's three letter code and suffixed with "T" (for training), followed by a three digit numbering scheme.
 - 5.1.7 Guides are prefixed by the department's three letter code and suffixed with "G" and followed by a three digit sequential numbering scheme.
 - 5.1.8 Forms, as referenced in manuals, procedures, work instructions and/or training manuals prefixed by the department's three-letter code and suffixed with "F" (for form), followed by a three digit-numbering scheme.
 - 5.1.9 Organizational Charts, as referenced in the PRM Manual and to appropriate members of District Level administration.

DOCUMENT CONTROL PROCEDURE (PRM-P008)

Clarksville-Montgomery County School System

- 5.2 Documentation used in the process management system is approved prior to release according to the requirements of the document's approval authority, this Document Control Procedure, and/or the Document Control Form ([PRM-F001](#)).
- 5.2.1 Depending on the level of the requestor and complexity of the revision, revisions may be done via telephone, email or the courier to Process Management Coordinator with no Document Control Form being completed.
- 5.3 Minimum approval requirements are as follows:
 - 5.3.1 Tier one Process Management Manual: Director of Schools, Management Representative and/or Management Review Team,
 - 5.3.2 Other department manuals: Departmental manager/supervisor,
 - 5.3.3 Tier two procedures: Departmental manager/supervisor,
 - 5.3.4 Tier two administrative policies: Director of Schools and Senior Leadership Team,
 - 5.3.5 Tier three work instructions, training manuals and guides: Departmental manager/supervisor, and
 - 5.3.6 Tier four forms: Departmental manager/supervisor.
- 5.4 Where the individual(s) responsible for a procedure is/are not the approval authority, the approval authority ensures that one or more such individuals indicate their awareness of the procedure by initialing the signature copy prior to forwarding to the Process Management Office.
- 5.5 Revisions or deletions are reviewed and approved by the same functions that originally approved the documents during the initial implementation.
- 5.6 Department Head/designee reviews documentation at least annually to determine the need for revision. The Document Control Form ([PRM-F001](#)) is used to report these revisions. This review completion is reported in the management review meetings.
- 5.7 The most current documentation is made readily available to those performing the tasks defined. Availability is primarily through the internet documentation site. Hard copy documents are to be for reference only.
- 5.8 A master list of documents in the process management system is maintained by the Process Management Coordinator and is readily accessible through the internet.
- 5.9 A master list of Administrative Policies is maintained in an excel spreadsheet by the Process Management Coordinator and is readily accessible through the internet.
- 5.10 Documentation is legible and readily identifiable to ensure proper use and deployment of the process management system.
- 5.11 Documentation that is controlled external to the process management system, such as state standards, etc., is listed on an external documents list, and controlled in a way appropriate to the process requiring the document.
- 5.12 Obsolete documents are removed from the active master document list and/or hard copy location to prevent unintended use. Obsolete documentation retained is



DOCUMENT CONTROL PROCEDURE (PRM-P008)

Clarksville-Montgomery County School System

identified/marked as “obsolete” and appropriately filed. For reference purposes an obsolete document list is maintained on the master document list.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Document Control Form [PRM-F001](#)
- 6.2 Process Management System Manual [PRM-M001](#)
- 6.3 Master Document List
- 6.4 External Document List

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|---|---|----------------------------------|---|
| Document Control Form | Hard copy in the Process Management System Office | Two revisions | Discard as Desired | Secured Building |
| Master List of Documents and External Documents List | Electronic on the PRM Support Staff Computer & CMCSS Internet Site | Ongoing maintenance of revisions | Archive | Electronic Back-up |
| Administrative Policies | Electronic on the PRM Support Staff Computer & CMCSS Internet Site, hard copy in the PRM Office | Ongoing maintenance of revisions, hard copies are kept indefinitely | Archive Permanent hard copies | Electronic Back-up Secured Building re |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description</u> |
|--------------|-------------|--|
| 12/13/02 | | Initial Release |
| 5/21/03 | A | Add training manual to 5.1 as a new 5.1.5, renumber, add training manual to 5.1.6 and 5.3.4, add new 5.4, renumber |
| 9/05/03 | B | Replace Quality Records with Process Management System Manual in 6.2 |
| 2/14/04 | C | Revise obsolete document information in 5.11, add master document list and external document list to 6.0 |
| 10/28/04 | D | Add Department Head/designee in 5.6 |
| 4/11/06 | E | Change title of responsibility & in 5.8, Add 5.2.1 |
| 5/28/08 | F | Reference Administrative Policies and Guides |

***** End of procedure *****