The controlled copy is stored electronically. Printed copies must be compared to Controlled Document List revisions.

BOP 4.05.11

Document Title: **Document and Data Control**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

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A. PURPOSE

This Bureau Operating Procedure (BOP) establishes a procedure for control, review, upgrade and removal of documents comprising the Planning, Statistics and Information Management Bureau Operating Procedures.

B. SCOPE

This procedure applies to all Planning, Statistics and Information Management Bureau personnel who maintain and control documents in the bureau's quality management system.

C. DEFINITIONS

   A. **Controlled Document** - Policies, standards, procedures, instructions, or data; may be in hard copy or electronic media form. Controlled documents are required for use in performing work.

   B. **Controlled Document List** - A list of documents, plans and procedures that are controlled with revision numbers.

   C. **Quality Records Register** - An index of Planning, Statistics and Information Management Bureau quality records showing the location of the records in either hard copy or electronic format and retention period if applicable.

   D. **Revision** - An incorporated change to a quality system document.

D. RESPONSIBILITIES AND AUTHORITIES

   1. Bureau Quality/Document Coordinator- Responsible for annual review of all quality system documents and all document control activities within the Planning, Statistics and Information Management Bureau.

2. Bureau Chief, Planning, Statistics and Information Management Bureau- Reports to division and senior management the status of the bureau's Quality Management System.
3. Bureau Employees - Responsible for ensuring that work is performed in conformance with the appropriate version or revision of controlled documents.

E. REQUIREMENTS

1. All revisions to any quality procedural document will be done prior to the end of the month, and the Bureau Quality/Document Coordinator will ensure consistency of document format. All revised documentation will become official on the first day of the following month.
2. PSIM Quality System documents are readily available to all bureau personnel via the intranet.

F. ACTION STEPS

The Bureau Quality/Document Coordinator completes the following activities:

1. Develops the document control system: how the documents will be accessed and retrieved.
2. Maintains the Controlled Document List.
3. Reports to the Bureau Chief, on an annual basis, the status of the bureau's Quality System relevant to changes in the current documents.
4. The appropriate member of management determines that a new or revision to a policy statement, procedure or other controlled documents is needed to meet the requirements of the OSH APN. Changes should be evaluated for affect of quality of customer contact and process potential for recurrence.
5. The appropriate person responsible for the procedure drafts the document and ensures consistency to the required procedure format.
6. The Bureau Chief reviews for adequacy and approves the document.
7. The Bureau Quality/Document Coordinator places the document into the applicable documentation system and ensures that the system contains an official version of every current document and that the controlled document list is updated.

The Bureau Chief completes the following activities:

1. Approves and authorizes official quality documents, revisions or changes to documents within the Planning, Statistics and Information Management Bureau.
2. Assesses the adequacy of documents for inclusion in the system.
3. Bureau Chief reviews and approves revisions to documents.
4. Bureau Chief notifies PSIM employees of new documents or revisions to current documents.
5. Bureau Chief Implements revised document on the 1st day of the following month.

G. QUALITY RECORDS

1. **Quality Records Register**
2. **Controlled Master Document List**

H. DOCUMENT CONTROL

The content of this BOP is the responsibility of the Bureau Chief. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. This procedure is maintained electronically.

I. REFERENCES

1. **BQP 4.05.11 Document and Data Control**
2. **BOP 4.09.07 PSIM Confidentiality Policy**

J. ATTACHMENTS

None

K. REVISIONS

1. (Removed Rescinded Document File from Quality System/Changed quarterly reviews to annual review).
2. (Removed step 4 from Bureau Chief action steps, which stated the use of a Document Approval Form).
3. (Combined Bureau Quality Coordinator and Document Coordinator into Bureau Quality/Document Coordinator).
4. Reviewed April 2013.
5. Reviewed January 2014.
6. Reviewed June 2015.