

MGS: Document Control

General
4.3.1 Procedures have been developed to control all documents that form part of the Management System.

Document authority
All documents that are part of the laboratory's Management System are reviewed and authorized by the Laboratory Director.

4.2.7
4.3.2.1
4.3.2.3 Management System documents are identified by document title, issue date, and revision number.

Document access
4.3.2.1
Laboratory staff have access to read-only versions of Management System documents via Qualtrax® Cloud system, an internet delivered document management application.

4.3.2.2.a
4.3.3.4 The authorized versions of each laboratory manual are maintained and archived within the Qualtrax® system. These files are editable only by personnel designated as "Authors" by the Laboratory Director.

Control of printed documents
Once printed, Management System documents are uncontrolled documents and not covered by the Laboratory Director's authorization. The phrase "All printed copies are uncontrolled." is printed in the footer of every document.

Continued on next page

MGS: Document Control, Continued

Document changes

Requests for document changes may result from peer group manual reviews, technical problem reviews, or quality audits.

4.2.7

Changes to a manual must be approved by the Laboratory Director and will result in the issuance of a new authorized document version.

4.3.2.2.b

4.3.2.2.c

4.3.2.2.d

Approved changes are summarized in the history section or are tracked in a document uploaded to the coversheet page for the new revision.

4.3.3.1

4.3.3.2

4.3.3.3

4.3.3.4

The release of a new document revision is communicated to the relevant users via an email message generated from within the Qualtrax® application. Changes to documents by hand are not allowed.

Obsolete documents are immediately removed from the active database in the Qualtrax® system and automatically deposited in the archive directory.

Document review

4.3.2.2.b

Management System documents are annually reviewed and revised, if needed, as part of the internal quality audit program or annual management reviews.

Document exceptions

4.3.1

Laboratory Worksheets are not part of the Management System and are not controlled documents.

Laboratory worksheets are intended to be used by laboratory examiners as note taking aides. Examiners are free to modify contents of a worksheet on a case by case basis. Worksheets are listed in the Forms Directory only to allow laboratory staff easy access to fresh copies.

Continued on next page

MGS: Document Control, Continued

Copies of manuals out of laboratory

Copies of manuals may be released to appropriate individuals outside of the laboratory. Prior to the release of manuals, the Quality Manager will be notified of the following information:

- Name of procedure manual
- Name of the person requesting the manual
- Name of the Criminalist/Supervising Criminalist releasing the manual.
- Date of release

The Quality Manager will log the information into a manual release list.

The Quality Manager will retain a copy of the manual release list for a minimum of five years.
