

**Document ID:** OAK-DDC-PR



## **Document and Data Control Process**

**Version 1.6**

**25-Aug-12-12**

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**Approved On**25-Aug-12

**Distribution List:**Director, MR, Library

**Abstract:** This document gives a framework to establish a procedure for controlling the documents and data to ensure that confidentiality is maintained and obsolete documents are removed from the point of use.



## CHANGE HISTORY

Version	Release Date	Authors	Review team	Description
<b>1.0a</b>		Ramesh	Mr.Pradeep Mr.Pai Mr.Bala	Base Version
<b>1.0</b>	15-Jul-03	Ramesh	Pradeep, Pai Bala, Swati, Asmita, Santosh, Ben, Manik	Documentation standard made separate as guidelines, Document ownership table prepared
<b>1.1</b>	06-Sept-03	Asmita	N.Pai	Sec 9.0 Doc std guideline is changed (CR9), sec 5.2 distribution list changed(CR44) , sec 5.2 updated for external origin documents as per (CR22),BVQI name removed (CR32)
<b>1.2</b>	13-Apr-05	Prashant S.O	Umesh Reddy	Address, Phone Number and email-ID was changed as per CR151 in the first page of the process. As per CR 158 sec 2.1.1 table was updated in OAK-DDC-GL-DSD (nre ver 1.2)
<b>1.3</b>	15-Jun-06	Deepa G C	Asmita	The Phone Number was changed as per the CR 262 in the first page of the process.
<b>1.4</b>	23-Jul-07	Asmita	Asmita	As per CR 338 OAK-QMS to be maintained under soft only Sc
<b>1.5</b>	10-Aug-09	Asmita	N Pai	CR 386 – ISO 9001:2008 change CR 388 – address change
<b>1.5.1</b>	01-Aug-11	Vinoth	N Pai	CR 406 - Address Change
<b>1.6</b>	25-Aug-12	Asmita	N. Pai	CR 420, distribution list elaborated wrt Soft

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				Copy, sec 5.2 –text below table CR 407 - Cosmetic release accommodated in DDC Guideline sec3.1.1 of OAK-DDC- GL-DSD

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## 1.0 DOCUMENTATION AND DATA CONTROL PROCESS

### 1.1 Purpose

This document gives a framework to establish a procedure for controlling the documents to ensure that latest versions of documents are available for use, confidentiality is maintained and obsolete documents are removed from the point of use.

### 1.2 Scope

This Process is applicable to all internally generated documents at OAKSYS and external documents.

### 1.3 Target Audience

All members of OAKSYS

### 1.4 Glossary

HBD—Head Business Development  
HO&D — Head Operations and Delivery  
HR – Human Resource  
IQA – Internal Quality Audit  
ISO—International Organization for Standardization  
MR—Management Representative  
OAKSYS - Oak Systems Pvt. Ltd.  
PL —Project Leader  
QMR – Quality Management Review  
QMS—Quality Management System  
SCM— Software Configuration Management

### 1.5 References

ISO 9001:2008 standard clause 4.2.3  
SCM process- OAK-SCM-PR

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## 2.0 ENTRY CRITERIA

- The need to generate, update or dispose a document

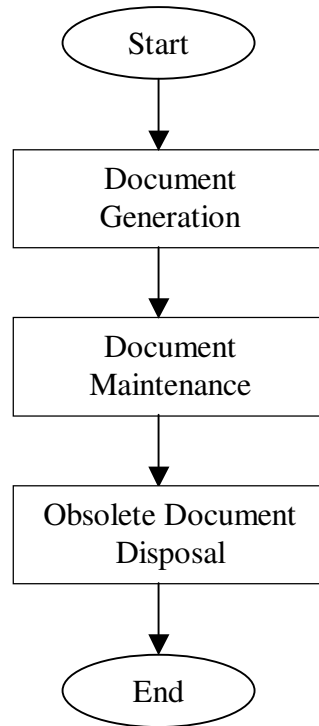
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### 3.0 RESPONSIBILITY

- Owners of respective documents



## 4.0 PROCESS FLOW DIAGRAM



## 5.0 PROCESS DESCRIPTION

### 5.1 Document Generation

A document is generated when the need for it arises. After the draft version of the document has been generated it will be reviewed, changes will be made to the document based on the observations of review, approved and baselined as per the decision of Group heads. In case of QMS documents they are approved and baselined by the MR. All documents are generated as per **Documentation Standard guidelines (OAK-DDC-GL-DSD)**

### 5.2 Document Maintenance

The owner of the document shall be responsible for maintenance of the document and any updates to the document shall follow the change management procedure described in **SCM Process**. The Group Head shall decide the mode of access to the documents. The Group head shall ensure that at any point of time the latest version of the document is available at the point of use. He/She shall also be responsible for the removal of obsolete documents from the point of use.

The following table gives the ownership of documents generated under the processes

<b>Business Development Group</b>	<b>Operations &amp; Delivery Group</b>	<b>MR</b>	<b>Quality group</b>	<b>HR-Admin-Finance Group</b>
Business development Process	Project management process	Quality Manual	Corrective and preventive action Process	HR and Training process
	Project Management Review process	IQA process	Metrics Process	Maintenance and Support Process
	Project closure process	QMR process		
	Peer review Process	Document and Data control Process		
	Software Configuration Management Process	Quality record process		

The OAK-QMS shall be maintained as a soft copy on an identified server. This is treated as Library. . However for ease of use limited hard copies can be maintained in Oaksys Library. The required templates of correct version can be Xeroxed for ease of usage.

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The Quality Lead shall be responsible for checking the version updates of external origin documents. He/She will inform the MR about the status of all external origin documents. This will enable the MR to put into forthcoming QMR as one of the Agenda items.

### 5.3 Obsolete Document Disposal

The Group Head shall take the decision on the disposal of the obsolete documents and also for disposal of the documents mentioned in archival form of the respective project after the retention period.

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## 6.0 DELIVERABLES AND QUALITY RECORDS

None

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## 7.0 VERIFICATION

- Through Internal Quality Audits

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## 8.0 EXIT CRITERIA

- Disposition of documents

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## 9.0 APPENDIX

### 9.1 Documentation Standard Guidelines - OAK-DDC-GL-DSD