DOCUMENT AUTHORIZATION & REVISION HISTORY

Revision No.	Description of Change	Date of Release	Prepared By	Approved By
00	Initial Document	01/03/2024		
01	Change the company name to UGG Certification Sdn Bhd	01/04/2025		

1 PURPOSE

1.1 To ensure that the ISO 17021-1:2015 Management System documented information is maintained to ensure authorized approval, issuance, availability, confidentiality, effectively utilized and controlled by certification personnel.

2 SCOPE

2.1 This procedure applies to all ISO 17021-1:2015 management system related documents.

3 RESPONSIBILITY

3.1 General Manager (GM)

3.2 Operations Manager (OM)

3.3 Operation Executive (OE)

4 REFERENCE

4.1 ISO 17021-1:2015- Conformity assessment- Requirements for bodies providing audit and certification of management systems

4.2 ISO17065:2012 - Conformity assessment- Requirements for bodies certifying products, processes and services

4.3 MSPO Certification Scheme Document- Date: 5 January 2023

5 PROCEDURE

5.1 General

5.1.1 The OM maintains a Master List of Documents and Master List of Records related to conformity assessment/certification services.

5.1.2 Master List may contain description, revision number and revision date, and retention period.

5.1.3 External Documents such as Accreditation Body (e.g., DSM) and Scheme Owner (e.g., MPOCC) shall be reviewed and controlled by use of Master Lists.

5.2 Document Approval

5.2.1 The GM ensures that all documents used in the ISO 17021-1:2015 Quality Management System are properly identified, controlled, and listed on the Master Lists.

5.2.2 All accreditation related documentation are reviewed and approved prior to use by the:

- General Manager:
  - Accreditation Policy
  - Quality Objectives (KPIs)
  - Accreditation Manual
  - Procedures
  - Forms
  - Supporting Documents
- Relevant HOD/PIC:
  - Departmental records

5.2.3 GM will approve all the document by initial the document at the first pages of document at the title “DOCUMENT AUTHORIZATION & REVISION HISTORY”.

5.3 Documented Information Changes

5.3.1 Documents such as Manual, SOP, forms that requires any changes or any new document to be introduced shall have to be approved and recorded first pages of document at the title **"DOCUMENT AUTHORIZATION & REVISION HISTORY".**

5.3.2 The GM ensures that the current issue and distribution of relevant documents is made available to the locations requiring such documents. The extent of and responsibility for control are dependent on the type of document and the extent of distribution.

5.3.3 The GM and/or relevant Head of Department ensure that obsolete documents are removed, or identified as obsolete, from all points of use.

5.3.4 When new documents are issued, the obsolete documents are withdrawn and identified as obsolete or destroyed by OM. One (1) copy shall be stamped **'OBSOLETE'** and retained in Obsolete Document file for traceability purposes by the GM/OM for a period as specified in the Master List of Records.

5.4 Document Distribution

5.4.2 Documents shall be issued to relevant personnel by the GM/OM or delegated representative.

5.4.3 Any changes shall be updated on all official controlled copies.

5.4.4 Reference (uncontrolled copies) can be distributed for reference purpose but are not regarded as official and therefore do not need to be updated.

5.5 Control of Records

5.5.2 The OM and/or relevant department heads maintain a Master List of Records in the relevant department Master List of Records which can also include hard-copy or electronic records.

5.5.3 The Master List also records the retention period of the records.

5.5.4 UGGSB OM/OE shall be responsible to maintain up-to-date personnel records, including relevant qualifications, training, experience, affiliations, professional status and competence.

5.5.5 Records are stored and maintained in such a manner as to provide for ready access, good preservation and shall have adequate backups for electronic records.

5.5.6 Records are retained for the period indicated on the Master List of Records. Thereafter, they can be properly disposed of by the GM or delegated representatives.

5.5.7 For the contractual and legal obligation which is related to client should be retained for two years after payment of the last account.

5.4.7 The records management should support policies and procedures both legally and operationally. They should include the management of all records and media types, including email and all the information these records consistent with the confidentiality arrangements.

5.5 Control of External Document

5.5.1 The control of external document procedure is a process that ensures the organization has access to the latest and relevant versions of external documents, such as standards, regulations, customer specifications, etc.

5.5.2 The procedure defines the responsibilities and activities for identifying, reviewing, approving, distributing, and updating external documents. The procedure also establishes the criteria for determining the validity, applicability, and obsolescence of external documents.

5.5.3 All the documents will kept in the UGGSB google drive and only can access by all Managers.

5.5.4 All auditors will be provided the soft copy of the external document by sharing the google drive link and just for reference during the audit only.

5.6 Control of the softcopy document

5.6.2 Maintaining softcopy documents involves a series of steps to ensure data integrity, security, and accessibility. Initially, documents should be created or converted into a digital format that is widely accessible, such as PDF or DOCX files.

5.6.3 Once in digital form, organizing the documents into clear, logical directories on a computer or network drive is crucial for easy retrieval. It's also essential to back up these files once a week to prevent data loss due to hardware failure or other unforeseen events.

5.6.4 All document will stored in the google drive and will authorized by OM for any request to review the document

5.6.5 Furthermore, implementing access controls and encryption can protect sensitive information from unauthorized access. Regularly updating software used to manage these documents, such as antivirus and document editing tools, is also important to safeguard against potential cyber threats.

5.6.6 Establishing a clear document retention policy will help in managing the lifecycle of the documents, ensuring compliance with legal requirements and that outdated files are disposed of securely. Nil