	DEPARTMENT OF STRATEGY AND QUALITY DEVELOPMENT PROCEDURE FOR THE CONTROL OF DOCUMENTS AND RECORDS	Document No:	SKDB.PRS.001
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1. PURPOSE The purpose of this procedure is to determine the methods for the preparation, numbering, approval, enactment, distribution, revision, and control of documents constituting the quality management system, as well as the methods for utilizing external documents related to practices.

2. SCOPE This procedure covers all departments and personnel.

3. IMPLEMENTATION

3.1. General Matters

3.1.1. The Department of Strategy and Quality Development, in cooperation with boards and departments, shall ensure the determination of which operations and activities are to be controlled and/or documented through procedures, instructions, and other auxiliary documents (plans, flowcharts, lists, information brochures, guides, etc.).

3.1.2. An official procedure shall be designed to be realistic and applicable. A procedure shall accurately reflect what is actually performed, rather than an ideal scenario. The level of detail in a procedure and the instructions to be used therein shall vary depending on the significance of the activity and the education level of the personnel who will utilize the respective documents.

3.1.3. While drafting a new procedure or revising an existing one, its compatibility with other procedures to which it refers or interacts with shall be reviewed.

3.1.4. Personnel preparing procedures and related documents shall have the authority to access all relevant documents in order to ensure the adequacy of the drafted documentation. All personnel shall have the authority to request a "Revision."

3.1.5. The authority to initiate a revision falls within the jurisdiction of the Department of Strategy and Quality Development personnel and the document owners.


3.1.6. The up-to-dateness of the documents within the university and the compliance of their operations with institutional policies and procedures shall be monitored through internal audits conducted pursuant to the "Internal Audit Procedure."

3.1.7. All documents in force are defined within the Quality Management System and shall be monitored therefrom.

3.2. Identification of New Document Creation and Revision Requirements

3.2.1. Requests for new document creation and revision may originate from any personnel.

3.2.2. The requirement for a written document shall arise in the event of one or more of the following circumstances:

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- Legal obligations/statutory requirements,
- An activity whose execution must be officially controlled and documented,
- A transition dynamic/relationship that needs to be defined,
- An activity whose sequence must be strictly determined,
- Desired activities that are not covered under the current state,
- Introduction/commissioning of new technology and information,
- Expansion of the scope of activity,
- Corrective actions.

3.2.3. Personnel/departments requesting the creation of a new document or a revision shall forward the document or form they have prepared/re-arranged to the Department of Strategy and Quality Development. The Department of Strategy and Quality Development may require the personnel requesting the revision to specify the proposed changes directly on the document.

3.2.4. New or revised draft documents may be published, rejected, or submitted for the opinion of other departments and managers involved in the process, subject to the evaluation of the Department of Strategy and Quality Development.

3.2.5. Procedures, instructions, guides, job descriptions, and other quality documents that have not been revised within two years shall be sent to the respective document owner for review. Following the review, revisions shall be made in line with the proposed changes; if no changes are deemed necessary, the note "Reviewed" shall be recorded in the revision description of the document.

Prepared By	Reviewed By	Approved By
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