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| ALIKHAN BOKEIKHAN UNIVERSITY | | |
| QMS Level 3 document | Revision No. 6 dated 02.11.2021 | I. 10.01/2021 |
| Instruction manual | instead of the revision No. 5 of 01.10.2019 | |

Instruction manual
ON REGISTRATION OF DOCUMENTATION
QUALITY MANAGEMENT SYSTEMS
I. 10.01/2021

Semey
2021

Preface

1 DEVELOPED

Zharykbasova K.S. - projector for educational and methodological work

INTRODUCED to replace Revision No. 5

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1 Scope of application

This instruction establishes the procedure for determining the level of the document, registration and assignment of the index to the document of the quality management system.

2 Regulatory references

This instruction establishes procedures in accordance with the requirements and recommendations of the following documents:

ISO 9000:2017 Quality Management Systems – Basic provisions and Vocabulary.
ST RK ISO 9001:2016 Quality Management Systems- Requirements.

3 General provisions

Hierarchy of quality management system documentation

The documentation of the quality management system (QMS) is a set of prescriptive and supporting documents distributed by user levels according to the hierarchy of documentation (Form F 01- I. 10. 01/2021):

- Level 1 documentation - Quality Policy. Users: University management, all interested parties;
- level 2 documentation - Documented procedures. University standards. The order of description of QMS processes. Users: structural divisions of the university;
- level 3 documentation - Documentation on planning, implementation and management of processes - management documentation (job descriptions, regulations on structural divisions of the university, internal regulatory documents, planning documents). Users: University staff;
- Level 4 documentation - Registered quality data. Quality records. Users: University staff.

4 Methodology of development and execution of documentation of the quality management system

4.1 Development of QMS documentation

The QMS documentation required for the functioning of the process and its management is developed by the structural unit itself in accordance with the requirements of regulatory documents (Laws of the Republic of Kazakhstan, Regulations, University Standards, instructions, etc.). The title page of the QMS documentation should be developed in accordance with Table 1.

Table 1

| Alikhan Bokeikhan University | | |
|-------------------------------------|----------------------|----------------------|
| QMS document _ level * | Revision No. ___ *** | XX. XX. XX/20XX **** |
| Document status ** | | |

An example of the design of a Level 4 QMS document is given in the Form F 02- I.10.01/2021.

Note:

* the level of the document is indicated in accordance with the hierarchy of documentation (for example, a level 2 document);

** the status of the document is given (for example, a documented procedure, regulation, instruction, etc.);

*** the revision number of the QMS document is indicated (for example, Revision No. 1 of 20.10. 2021);

**** the document index is specified.

Each page of the document, except for the title page, must contain a header, which indicates: the document index and page numbers.

An example of header and footer design is given in the Form F 03- I. 10.01/2021

4.2 Designation of the index of the QMS document

The QMS document index consists of an abbreviated document index separated by a dot of the registration number assigned by the document developer and separated by a fraction of four digits of the year of adoption of the document:

XX . XX .XX /20XX

Year of adoption of the document

Registration number

Document index

| Document index | Registration number | | Year of adoption of the document |
|----------------|---------------------|---------------|----------------------------------|
| | Class | Serial number | |
| XX. | XX. | XX | /20XX |

4.3 Before the final revision of the developed document, the designation should be registered in the educational and methodological department of the university in the electronic form of the journal of registration of internal regulatory documents.

4.4 In the registration number, the first two digits with a dot define the document class (Table 2), and the subsequent ones – the serial number of the document. The serial number may consist of one or more digits:

XX. XX

Registration number

Serial number of the document

Document class

Table 2

| Class number | Class name | Responsible unit (service) |
|--------------|--------------------------------|--|
| 1 | 2 | 3 |
| -* | -* Organizational documents | Rector's Office |
| 1 | Educational process management | Training Department Vice-Rector for Educational and Methodological Work |

| | | |
|--|--|--|
| 2 | Management of Research Activities | Vice-Rector for Development Strategy and Science |
| 3 | Personnel Management | HR Department |
| 4 | Material Resources Management | Vice-Rector for Administrative and Economic Activities |
| 5 | Financial management | Accounting |
| 6 | Information Management | Information Technology Center |
| 7 | Life Safety Management | Safety Engineer Vice-Rector for Administrative and Economic Activities |
| 8 | Educational Work Management | Rector's Office (Vice-Rector for Socio-Economic Issues and Educational Work) |
| 9 | International Relations Management | Rector's Office (Vice-Rector for Development Strategy and Science) |
| 10 | QMS Management | Authorized representative of the Quality Management |
| 11 | Management of marketing research and career guidance | Center "Career" |
| 12** | | |
| * The class is not indicated by a number | | |
| ** Class 12 is a backup | | |

4.5 For regulations on structural divisions (services, collegial bodies), the number is assigned by the Head of the HR Department.

4.6 The final accounting of designations is carried out by an employee of the educational and methodological department after approval by the rector and the document is put into effect.

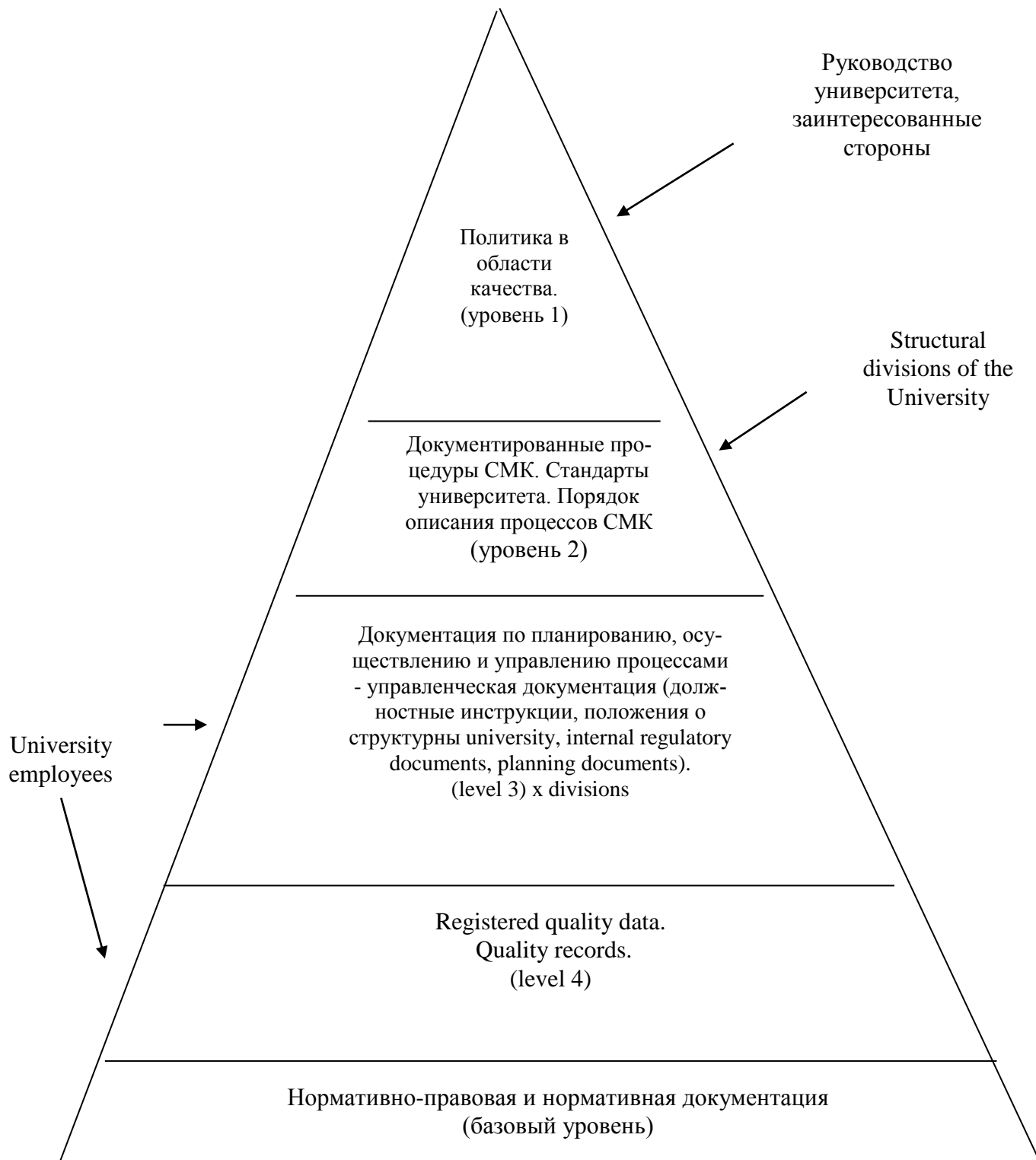
4.7 Numbering of forms

The form of quality records for the described process is established by the owner of the process in the documented procedure "Process Description....." and is attached as an appendix to this document with the designation of the form number, in the regulations and instructions. It is allowed to designate the application in alphabetic expression (A, B, C, etc.) or numeric (1, 2, 3, etc.). The form number is assigned by the document number with the addition of the serial number of the form in the document (for example: for a documented procedure in which the quality records form is presented in the appendix, the form number looks like this: F 01- DP. 10. 02/2021). If the quality record form is not attached to the main document (Regulation, Documented Procedure, etc.), then the numbering is carried out as follows: F *- **/200_ , where, * is the serial number of the form, ** is the class number, (for example: F 01-10/2021)

5 Applications

Form F 01- I. 10. 01/2021

Hierarchy of QMS documentation



Form F 02- I. 10. 01/2021

Alikhan Bokeikhan University

| | | |
|------------------------------|--|---------------|
| Alikhan Bokeikhan University | | |
| QMS Level 4 document | | F. 09.01/20__ |
| Recording by quality | | |

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3. Total completed
works _____

4 the number of work not per-
formed _____

Head of the Information Technology Center / /

