See Also: LOM 7101.2A
PRO-7101.2B, *Reviewing, Approving, and Posting Controlled Documents: Headquarters*
TSK-7101.2C, *Posting Controlled Documents- HQDCO*

ACTION BY:	***ACTION:***
Laboratory Quality Assurance Manager (LQAM)	1. **Develops** or **revises** laboratory-issued quality system documents for administrative and technical accuracy and for compliance with policy in consultation with users and other relevant personnel.
	2. **Ensures** each document has the following: • Title • Effective Date • Issue Date (date the office head approves the document) • Page numbering (e.g. 1 of 5, 2 of 5, etc.) including the total numbers of pages or designate the end of document. • Approving authority(ies) • Unique alpha-numeric designators Example: Standard Operating Procedures: SOP-SFLX-YY-01 • Document version Examples: Version 1.0 (first version) Version 1.1 (non-substantive edits) Version 2.0 (significant revision) • Document history
Laboratory Director (LD)	3. **Reviews** proposed documents for administrative and technical accuracy and for compliance with policy.
	4. **Approves** final drafts of laboratory-issued documents or **returns** to Step #1 for further revision.
	5. **Notifies** the laboratory document control officer (DCO) of approval.
Laboratory Document Control Officer (DCO)	6. **Updates** the laboratory-specific Master List B with the required information and annotates changes in red text. 6a. **Strikethrough** items to be removed. 6b. **Remove** previously obsoleted items from spreadsheet. 6c. **Add** rows for new items. 6d. **Update** column information for new and revised items. 6e. **Update** approved date. 6f. **Save** as Excel Workbook.

7. **Copies** LD approved documents and Master List B into the laboratory-specific folder on the Headquarters share drive REDACTED.

8. **Emails** the Office of Forensic Sciences Document Control Officer (HQDCO) REDACTED that documents are available for posting.

Office of Forensic Sciences Document Control Officer (HQDCO)

9. **Follows** PRO-7101.2B, Reviewing, Approving, and Posting Controlled Documents – HQS.

10. **Follows** TSK-7101.2C, Posting Controlled Documents - HQDCO.

DCO

11. **Confirms** the document control request was completed as requested and documents are updated and hyperlinked.

12. **Notifies** laboratory personnel that quality system documents are posted.

End of Document