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ENERGY SECTOR EDUCATION AND TRAINING AUTHORITY

DOCUMENT AND DATA CONTROL POLICY

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1. POLICY

The ESETA Quality Management System policy shall be managed and controlled by the ETQA department.

2. PURPOSE

To ensure that all established documents are maintained to provide evidence of conformity to requirements and the effective operation of the quality management system.

3. CONTROL OF DOCUMENTS

All documents recognized within the quality management system shall be;

- Identify all documents in the quality management system in a master list of identifying document reference numbers and revision/version status;
- Ensure that pertinent issues of appropriate documents are available at location where operations essential to the effective functioning of the quality management system;
- Approved for adequacy prior to issue;
- All ESETA policy/ guideline/ procedural documents circulated to the external audience are sent either in the **pdf** or **acrobat** format.
- Reviewed and updated when necessary and re-approve documents;
- Ensure that document changes and revision/version status are identified;
- To ensure the relevant revision/version of applicable documents are available at points of use;
- Ensure that documents remain legible and identifiable;
- The ensure that documents of external use are identified and their distribution controlled;
- To prevent the unintended use of obsolete or cancelled documents and to apply suitable identification by red stamping documents cancelled;
- Ensure that all document storage facilities shall be efficient and safe that will prevent deterioration during storage;
- All documents shall be managed and controlled by the ETQA department.

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4. NATURE OF DOCUMENT REVIEW

The purpose of the review is to ensure that ESETA processes function smoothly and that the following elements of the QMS are kept up-to-date:

- Documented inputs and outputs;
- Process activities;
- Performance measures (where applicable);
- Process owners;
- Quality documentation;

5. FREQUENCY OF REVIEWS

The Management Committee will review the QMS on an ongoing basis. Under the item "ETQA" the quality management related issues shall be accommodated for discussion. The Executive Committee will review the QMS issues once every quarter, and the Board will review QMS issues once every six-months.

A standing agenda item called "QMS issues" will be included in the meetings and minutes of all Executive Committee and Board meetings at the appropriate intervals.

6. DOCUMENT QUALITY MANAGEMENT

Established documents shall be maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system which shall include;

- That documents shall remain legible;
- Readily identifiable;
- Retrievable;

Documented procedures must establish the controls needed for the identification, legibility, storage, protection, retrieval, retention time and the disposition of documents.