



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL  
OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 15

## ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	QMR	10 <sup>th</sup> June 2010
2	Changes Done to conform to ISO 9001:2015 standard	QMR	31 <sup>st</sup> May 2018

## REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	PM	Procedure manual

## COPY HOLDERS

1	Chief Conservator of Forests
2	QMR

## RECORDS/ANNEXES

REC. NO	REC. TITLE
KFS/CD/FORM/001	Master List of Internal documents
KFS/CD/FORM/002	Distribution Record Sheet
KFS/CD/FORM/003	Document Change Requests Form
KFS/CD/FORM/004	Master list of External Documents
KFS-MP-CR-02	Control & Distribution of Documents

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:2 of 15

## TABLE OF CONTENT

ISSUE HISTORY .....	1
REFERENCED DOCUMENTS .....	1
COPY HOLDERS .....	1
RECORDS/ANNEXES .....	1
1. TERMS AND DEFINITION.....	3
2. SCOPE .....	3
3. PURPOSE.....	3
4. OBJECTIVE .....	3
5. RESPONSIBILITY AND AUTHORITY .....	3
6. RESOURCES, INPUTS AND OUTPUTS.....	5
7. CRITERIA OF MEASUREMENT .....	5
8. RISK AND OPPORTUNITIES.....	5
9. EVALUATION OF PROCESS .....	5
10. DETAILS OF PROCEDURE .....	5
11. PROCESS FLOW CHART.....	10
APPENDICES .....	11

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:3 of 15

## 1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
QMR	Quality Management Representative
MP	Management Procedure

## 2. SCOPE

This procedure applies to all the documents required by the Quality Management Systems whether internal or external to the organization and excludes the control of records, which is covered under Procedure for Control of Records: (KFS-MP-CR-02)

## 3. PURPOSE

The purpose of this procedure is to define the controls that are needed for documents required by the Quality Management Systems, as required under ISO 9001:2015

## 4. OBJECTIVE

**NB: Refer to the performance contract.**

CSF	KPI	TARGET(S)	DUE

## 5. RESPONSIBILITY AND AUTHORITY

### 5.1. Chief Conservator of Forest


5.1.1. Approves the KFS's quality manual.

5.1.2. Provide overall leadership and guidance.

5.1.3. Provide the necessary resources for maintaining and improving the Quality Management System.

PREPARED BY: QMR

APPROVED BY: CCF

	<b>KENYA FOREST SERVICE</b>	<b>DOCUMENT TITLE: CONTROL OF DOCUMENTS</b>
<b>REF NO:KFS-MP-CD-01</b>	<b>ISSUE NO: 2</b>	<b>REVISION NO: 1</b>
<b>PAGE:4 of 15</b>		

## 5.2. Head of Department

- 5.2.1. Participate in drafting of procedures for their departments.
- 5.2.2. Approves Work Instructions and related forms used at KFS and their departments from staff under them
- 5.2.3. Draft the department/section work instructions and seek approval from the Deputy Director.
- 5.2.4. Prepares procedures and forms
- 5.2.5. Updates records

## 5.3. Quality Management Representative


- 5.3.1. Overall responsible for maintaining, distributing and controlling the policies, procedure, work instructions, records and the original copy of the current version of the ISO 9001:2015 standards.
- 5.3.2. Prepares policies, procedures and work instructions pertaining to control of documents and records
- 5.3.3. Allocates the reference numbers to documents
- 5.3.4. Updates the respective document master lists
- 5.3.5. Issues new or revised documents and retrieves obsolete documents from users.

## 5.4. Section Heads

- 5.4.1. Participate in drafting of procedures.
- 5.4.2. Draft the department work instructions and seek approval from the Departmental Heads.

## 5.5. Other Staff

- 5.5.1. Propose changes to existing documents.
- 5.5.2. Draft procedures in their respective department.
- 5.5.3. Draft work instructions in their respective departments

<b>PREPARED BY: QMR</b>	<b>APPROVED BY: CCF</b> 
-------------------------	---



**6. RESOURCES, INPUTS AND OUTPUTS**

**6.1. Resources**

- 6.1.1. Finances
- 6.1.2. Personnel
- 6.1.3. Infrastructure

**6.2. Inputs**

- 6.2.1. Quality Policy
- 6.2.2. Quality Objectives
- 6.2.3. Quality Manual
- 6.2.4. Quality System procedures
- 6.2.5. Work Instructions
- 6.2.6. Documents of external origin

**6.3. Outputs**

- 6.3.1. Managed Information
- 6.3.2. Rejected Information

**7. CRITERIA OF MEASUREMENT**

**NB: Refer to Performance progress reports**

**8. RISK AND OPPORTUNITIES**

**NB: Refer to the Service's Risk register**

**9. EVALUATION OF PROCESS**

**NB: Refer to the Monitoring and Evaluation Reports.**

**10.DETAILS OF PROCEDURE**

**10.1. General**

- 10.1.1. All the Quality Management Systems documents developed and used in KFS shall be controlled by the QMR and maintained by the respective Heads of Departments/sections.

**PREPARED BY: QMR**

**APPROVED BY: CCF**



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:6 of 15

10.1.2.All the Quality Management System documents shall be written and issued in the standard formats developed by the QMR.

10.1.3.No member of staff shall make copies of controlled documents without the documented approval of the QMR.

10.1.4.The QMR shall incorporate additional Quality Management Systems documents in the Master List of Internal Documents (Ref: KFS/CD/FORM/001) as a result of the evolution and development of the KFS Quality Management Systems through the internal audits and management review processes.

## 10.2. Approval of Documents for Adequacy Prior to Issue

10.2.1.All the quality management system documents shall be prepared, checked, reviewed, updated as necessary and signed by the preparing authority identified on the document Control Schedule on the front page.

10.2.2.All the quality management system documents shall then be approved and signed by the approving authority identified on the Document Control Schedule before issuing by the QMR to those on the distribution/circulation lists.

10.2.3.The quality management system documents issued shall be recorded by the QMR on the Distribution Record Sheet (KFS/CD/FORM/002)

## 10.3. Review, Updating and Re- Approval of Documents

10.3.1.The process owners are responsible for review, updating as necessary and re-approval of the applicable Quality Management system Documents when there is a change in the process or as applicable.

10.3.2.Following the original issue, changes to the Quality Management System documents shall only be sanctioned by the QMR after the review by the process owner.


10.3.3.Any member of staff can request changes to the relevant Quality Management System Document through Change Request Form given (Ref: KFS/CD/FORM/003)

## 10.4. Identification of Changes and the Current Revision Status of Documents

10.4.1.QMR shall ensure that all changes made on the Quality Management System documents are shown in a unique way from the original version whenever changes are made to any document.

PREPARED BY: QMR

APPROVED BY: CCF

	<b>KENYA FOREST SERVICE</b>	<b>DOCUMENT TITLE: CONTROL OF DOCUMENTS</b>	
<b>REF NO:KFS-MP-CD-01</b>	<b>ISSUE NO: 2</b>	<b>REVISION NO: 1</b>	<b>PAGE:7 of 15</b>

10.4.2.The first documents developed will be revision 0 for all pages. Changes to any page within the document will make the revision number of that particular page to read as 1 from 0 (depending on the previous number which was present on that page).

10.4.3.All documents will have Issue number 1 as the first document for the ISO system. When there are several revisions on many pages within the document, the QMR can decide to overhaul the entire document to have all the pages reading as revision 1, and the issue number will then be changed to the next number, for example issue number 2 from 1.

10.4.4.The QMR will distribute the revised pages to the relevant copy holder and withdraw all the “obsolete” pages of the document either for filing or disposal. Where the entire document has been changed to read the next issue number, the QMR will also withdraw the documents and re-issue the new document reflecting this change in the Master list of internal Documents (Ref: KFS/CD/FORM/001) and Internal Documents Distribution Record Sheet (Ref: KFS/CD/FORM/002).

### **10.5. Availability of Relevant Versions of Applicable Documents at Points of Use**

10.5.1.QMR shall plan the distribution of the relevant versions of the applicable documents to all the points of use.

10.5.2.QMR shall ensure that the points of use are identified on the Master List of Documents and Internal Documents Distribution Record Sheet.

### **10.6. Legibility of Documents**


10.6.1.QMR ensures that documents are kept clean, legible and where practical protected from mishandling or damage.

10.6.2. The Documents are preserved in the most suitable manner, which may include but not limited to lamination, framing, storing in plastic pockets, and filing in cabinets.

10.6.3.No individual is allowed to write on any of the documents.

10.6.4.QMR will be responsible to ensure that the documents remain legible, and any document found illegible must be withdrawn by the QMR and a clear version distributed.

### **10.7. Identification of Documents**

<b>PREPARED BY: QMR</b>	<b>APPROVED BY: CCF</b> 
-------------------------	---



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:8 of 15

10.7.1.QMR shall ensure that each Quality Management System document has a unique identification code or number for ease of identification.

10.7.2.Documents shall be identified as follows:

10.7.3.The first three characters abbreviate the Organization –KFS

10.7.4.The second set of characters the Department e.g. HR for Human Resource. The third set of characters shall denote document type e.g. MP for Management Procedures and SOP for departmental procedures/Standard operating Procedures

10.7.5.The fourth set of characters denotes process name e.g. REC for Recruitment

10.7.6.The fifth set characters are numeric and are serial number of the first set of document e.g. KFS/HR/MP/REC/01

10.7.7.QMR shall ensure that reference documents of external origin determined by the organization to be necessary for the planning and operation of the QMS are identified on the Master List of External Documents (Ref: KFS/CD/FORM/004)-Master List of External Document), and their distribution controlled as given therein.

10.7.8. QMR shall ensure that all documents are controlled through the Control & Distribution of External Documents (Ref: KFS/CD/FORM/005)

## 10.8.Management of Obsolete Documents

10.8.1.QMR shall ensure retrieval of all obsolete documents from the process owners is made and are dispositioned according to KFS and Government Policy on disposal of documents before issue of new revisions.

10.8.2.Where there is need to retain an obsolete document, it shall be stamped “OBSOLETE” to prevent its unintended use.

10.8.3.Upon review of any document, all issued documents will be recalled to update the proposed changes and subsequently re-approved before issue. The changes identified will be captured on the document change request form which will be used to update the Master list of documents and document control schedule. All documents will be stored in referenced files. Documents of external origin are listed in the Master list of External Documents which will be maintained by the QMR. All obsolete documents of the QMS shall be stamped “Obsolete for reference only” to prevent their unintended use.

PREPARED BY: QMR

APPROVED BY: CCF





# KENYA FOREST SERVICE

**DOCUMENT TITLE: CONTROL  
OF DOCUMENTS**

**REF NO:KFS-MP-CD-01**

**ISSUE NO: 2**

**REVISION NO: 1**

**PAGE:9 of 15**

10.8.4.All documents and data used in the Quality Management System are properly identified and controlled. The procedures manual, quality manual and quality policy are issued to defined recipients through the Document Distribution Record Sheet that is filed and maintained by QMR.

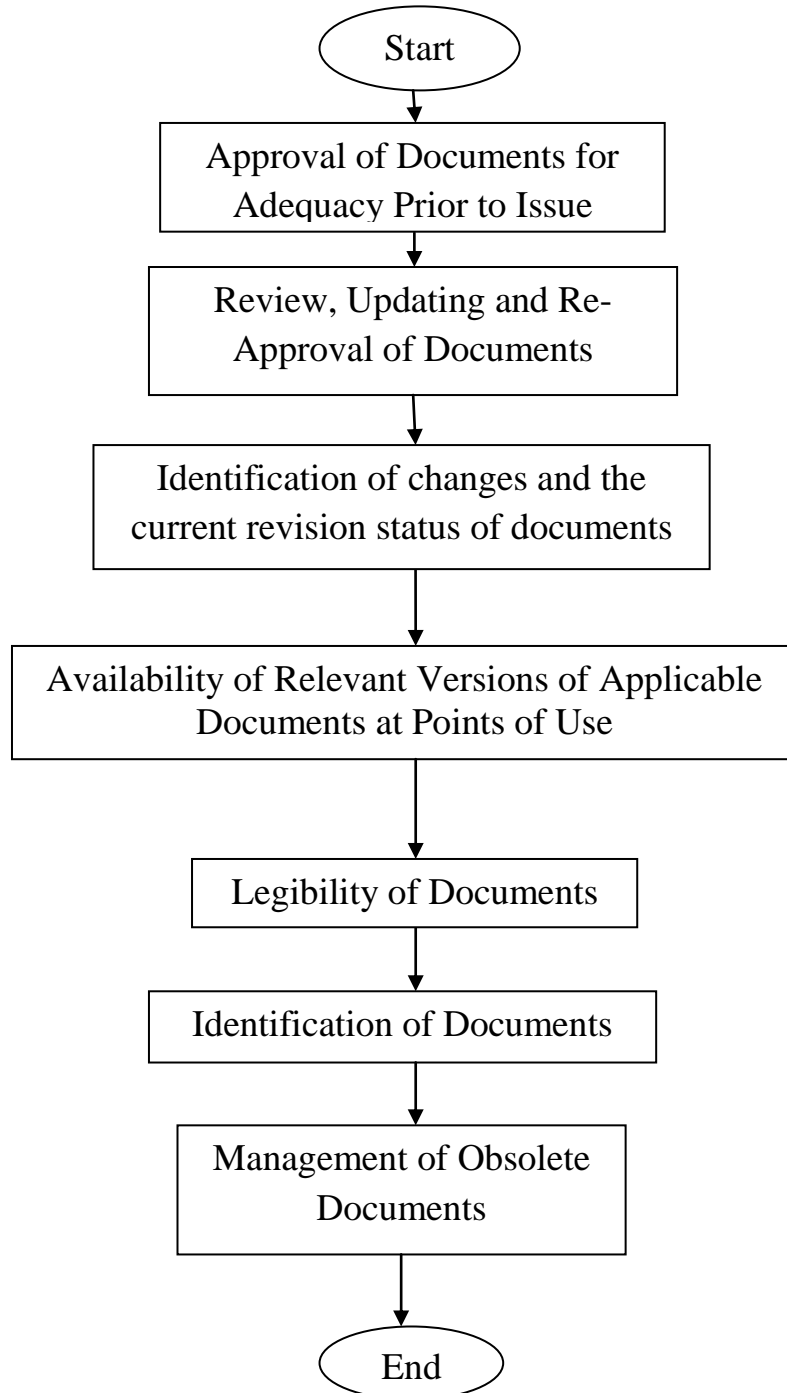
**PREPARED BY: QMR**

**APPROVED BY: CCF**

A handwritten signature in blue ink, appearing to be 'KMF'.



**11. PROCESS FLOW CHART**



**PREPARED BY: QMR**

**APPROVED BY: CCF**



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:11 of 15

## APPENDICES

### APPENDIX 1: MASTER LIST OF INTERNAL DOCUMENTS (Ref: KFS/CD/FORM/001)

No	DOCUMENT TITLE	DOCUMENT REFERENCE	ISSUE NO	ISSUE DATE	REVISION STATUS	REVISION DATE	DEPARTMENT SECTION BELONG TO:

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:12 of 15

## APPENDIX 2: INTERNAL DOCUMENTS DISTRIBUTION RECORD SHEET (Ref: KFS/CD/FORM/002)

DOCUMENT TITLE:						
COPY NO:	ISSUE/REVISION DATE	LOCATION	DATE RECEIVED	HOLD SIGNATURE	DATE RETURNED	SIGN

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:13 of 15

## APPENDIX 3: DOCUMENT CHANGE REQUEST FORM (Ref: KFS/CD/FORM/003)

CHANGE REQUEST FORM		
TO:	QUALITY MANAGEMENT REPRESENTATIVE	
VIA:	DEPARTMENT HEAD	
MAY I SUGGEST AND RECOMMEND TO CHANGE THE FOLLOWING		
<b>DOCUMENT NAME AND REFERENCE</b>		
Issue No... Revision No.....	PAGE(S)	
SUGGESTED OR RECOMMENDED CHANGE:		
Name (BLOCK CAPITALS).....Signed .....	Date..... .....	
DEPARTMENTAL /SECTIONAL HEAD COMMENTS:		
SIGNED..... .....	Date:	
QUALITY MANAGEMENT REPRESENTATIVE'S REVIEW /ACTION:		
SIGN..... DATE.....		

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:14 of 15

## APPENDIX 4: MASTER LIST OF EXTERNAL DOCUMENTS (Ref: KFS/CD/FORM/004)

NO.	DOCUMENT TITLE	REFERENCE	DEPARTMENT/SECTION/DOCUMENT BELONGS TO:	REMARKS

PREPARED BY: QMR

APPROVED BY: CCF



# KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF DOCUMENTS

REF NO:KFS-MP-CD-01

ISSUE NO: 2

REVISION NO: 1

PAGE:15 of 15

## APPENDIX 5: CONTROL AND DISTRIBUTION OF EXTERNAL DOCUMENTS RECORD SHEET (Ref: KFS/CD/FORM/005)

DOCUMENT TITLE:						
COPY NO:	ISSUE/REVISION DATE	LOCATION	DATE RECEIVED	HOLD SIGNATURE	DATE RETURNED	SIGN

PREPARED BY: QMR

APPROVED BY: CCF