Administrative Change Management

Version	Date	Approved By	Summary of Changes
01	6/4/2026	Wesley King	Initial Release

1. Introduction

The purpose of this procedure is to ensure that changes to our management systems are properly reflected in the systems' documentation.

2. Scope

The scope of this procedure includes the controlled management system documentation

3. Responsibility

Top management is responsible for ensuring that:

- Our ISO Quality Management System (QMS) is adequately documented as required by the standards and any related documentation required by the company.
- Changes to the QMS are approved prior to being made and that documentation is updated to reflect the changes.
- Sufficient records (electronic or hardcopy) are maintained, and that they are legible and available to provide evidence that our management systems are being maintained.

4. Procedure

Document and Data Control

- All QMS documentation must carry a unique identification number, an issue or version number and the date from which the document becomes effective. We may choose to utilize the version/revision control provided by our document management system.
- Controlled documents must be approved for use.
- Document changes must have appropriate review and approval prior to being released.
- Obsolete documents will be labeled as such and be withdrawn from the system. If obsolete documents are retained, the reasons why must be noted in the document register or on the document itself.
- Externally provided documentation must be adequately controlled to ensure that it is not damaged or lost.
- All controlled documents must be periodically assessed under the Internal Audit Procedure for currency and fitness for use.

4.1. Records

- Records required for statutory and regulatory compliance must be maintained.
- Records must be correctly filed under suitable headings, in files, folders etc. so that they can be readily found. Adequate security must be maintained to ensure that record integrity, confidentiality and availability are ensured.
- Records kept on electronic media must be backed up on a regular basis and be recoverable when needed.
- Records may be destroyed at the end of their retention period.

4.2. Backups of Computer Systems

- Computer systems, applications and document management systems supporting the company's operations must be protected against loss of availability, confidentially and integrity.
- Computer systems will have an off-site backup taken at least daily or at intervals as determined by top management. Each backup will contain all the data that has changed during the intervening period.
- System availability requirements will be documented in each managed service providers' contracts/user agreements.
- Top management will ensure that the company's information technology environment is protected from malware, viruses, unauthorized access to networks, applications, and data.

5. Related Documentation

QMS REC 03 Change Request
QMS Developed Procedures
QMS Quality Manual / Document Register
Approved Work Instructions