

	<b>LOM 2.12 Document Revision and Control</b>	
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	<i>Document Manager: John Bowen</i>	<i>Approved By: Jeffrey Nye</i>

## 2.12 Document Revision and Control

### 2.12.1 Documents Subject to Review/Revision Control

The following documents and associated forms shall be subject to the document revision and control policy. Newly created documents and/or forms shall also comply with the review/revision, approval, and distribution requirements noted below in 2.12.3 and 2.12.5.

- Quality Manual
- Laboratory Operations Manual
- Local Laboratory Security and Contingency Policies
- Forensic Science Division Forms
- Health and Safety Manual
- Procedures and Training Manuals
  - Biology
  - Bloodstain Pattern Analysis
  - Controlled Substances
  - Firearms/Toolmarks
  - Latent Prints
  - Trace Evidence
  - Questioned Documents
  - Toxicology
  - Crime Scenes

### 2.12.2 Revision Responsibility

#### 2.12.2.1

The Quality Manual shall be kept up to date and revised or reviewed by the QAM.

#### 2.12.2.2

The Laboratory Operations Manual shall be kept up to date and revised or reviewed by the QAM and/or the Assistant Division Director of Laboratory Operations.

#### 2.12.2.3

The Local Laboratory Policies shall be kept up to date and revised or reviewed by the respective Laboratory Director.

#### 2.12.2.4

The Forensic Science Division Forms shall be kept up to date and revised or reviewed by the QAM.

#### 2.12.2.5

Procedures and training manuals shall be kept up to date and revised or reviewed by the applicable Technical Leader.

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### **2.12.2.6**

The Health and Safety Manual shall be kept up to date and revised or reviewed by the FSD Health and Safety Officer.

### **2.12.2.7**

All employees have a professional obligation to review and understand the Quality Manual, Laboratory Operations Manual, Procedures Manuals, Official Orders, and other documents that are applicable to their area of responsibility.

## **2.12.3 Review and Approval Procedure**

### **2.12.3.1**

All revisions shall be submitted to the QAM for final review, approval, and distribution to FSD personnel.

### **2.12.3.2**

Manuals shall display the effective date indicating the date of the most recent revision(s) and a review date indicating the last date the policy and/or form was reviewed.

### **2.12.3.3**

All revisions and reviews shall be approved and made effective by the QAM.

### **2.12.3.4**

The QAM shall maintain a document tracking system of all revisions and reviews.

### **2.12.3.5**

The QAM shall maintain all obsolete documents.

## **2.12.4 Initiating a Revision**

### **2.12.4.1**

When the applicable Laboratory Director, Technical Leader, Assistant Division Director of Laboratory Operations, Health and Safety Officer, or QAM wishes to make a revision, the applicable document(s) shall be revised in Qualtrax.

### **2.12.4.2**

When appropriate, the individual making revisions should provide draft revisions to Laboratory Directors, Unit Supervisors, or other affected persons for review and comments prior to implementation.

### **2.12.4.3**

After revisions are completed, the QAM will conduct final review and approval. Once approved, the modified document will be viewable to all FSD employees.

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## **2.12.5 Distribution of Documents**

### **2.12.5.1**

All FSD Employees shall be included on the notification list and have view security in Qualtrax for the Quality Manual, Laboratory Operations Manual, Health and Safety Manual, FSD Administration space, and all applicable procedures and/or training manuals. These view securities will assure that the employee is able to view the documents. The notification list ensures all employees are notified by email of any changes to those documents. When notified via email of a revision to a page, FSD employees may navigate to that page, click on *Properties* and view the revision history to determine the changes that occurred between revisions.

### **2.12.5.2**

Any revised document(s) shall be posted on Qualtrax.

### **2.12.5.3**

Printed copies or any other electronic versions are not official documents.

## **2.12.6 Annual Review**

### **2.12.6.1**

The applicable Document Manager (Assistant Division Director(s), Technical Leader, Laboratory Director, or Health and Safety Officer), shall review their respective manuals on an annual basis. Qualtrax shall be configured to prompt an annual review by placing the document into edit mode with notification to the Document Manager. The annual review is complete when the document is re-published. Documentation of the annual review will be contained within the document's revision and approval history.