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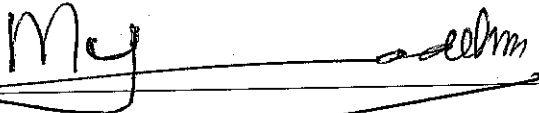
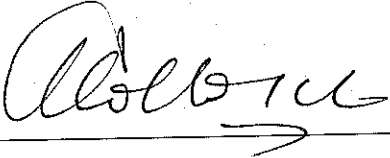
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

DOCUMENT CONTROL

DOCUMENT NO.: QP-SEDC-19

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	<u>Muriyadi Haji Basri</u>	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Innovation & Quality Division	General Manager, SEDC
DATE	5 February 2020	5 February 2020

ISSUED TO	IQD		
REVISION NO.	1	DATE	5 February 2020



QUALITY PROCEDURE			
TITLE	DOCUMENT CONTROL		
DOCUMENT NO.	QP-SEDC-19		
REVISION	1	PAGE	2 of 5

1. OBJECTIVE

This procedure is to provide guidelines to ensure all the QMS related documents are controlled and updated systematically.

2. SCOPE

This procedure is applicable when preparing, implementing and updating of SEDC's QMS documents.

3. DEFINITION

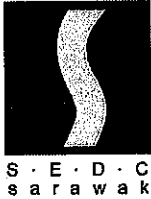
- a) QMS Document - Quality Manual, Quality Procedure, Work Instruction and supporting document such as Ordinance, Act, Circulars, and so forth used in SEDC's QMS.
- b) Officer/Team - Divisional Director or other officer appointed by them.
- c) Document Recipient - Officers listed in the Quality Document Distribution Control List.

4. ABBREVIATIONS

- GM - General Manager
- DIR(ID) - Director, Initiating Division
- MR - Quality Management Representative
- QD - Quality Document
- AO(IQD) - Administrative Officer (IQD)
- AAO(IQD) - Assistant Administrative Officer (IQD)
- AA(IQD) - Administrative Assistant (IQD)
- IQD - Innovation & Quality Division
- DDCL - Document Distribution Control List

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Revision History Sheet	Permanent	IQD
2	Quality Document Master List	Permanent	IQD
3	Document Distribution Control List (DDCL)	Permanent	IQD
4	Quality Record Revision Request Form	Permanent	IQD



QUALITY PROCEDURE			
TITLE	DOCUMENT CONTROL		
DOCUMENT NO.	QP-SEDC-19		
REVISION	1	PAGE	3 of 5

INPUT

- New Quality Document

Part 1 – Establishment of New QD

Identify the necessity of new QD & appoint Officer / Team to draft

Draft new QD & present to MR

Review by MR

Officer/Team to amend

Need Amendment?

QD signed and / or approved by:
 a) GM for Quality Manual and Procedures
 b) DIR(ID) for Work Instruction & Supporting Documents (Internal & External)

Approved?

Affix signature onto the QD Cover & Return to MR

Record & update QD Master List

Identify Recipients & determine Control Number

Prepare Document Distribution Control List (DDCL)

Photocopy & stamp "CONTROLLED"

Distribute QD & record into DDCL

Sign receipt by DIR(ID)

File DDCL

Responsibility	Quality Record
MR	
Officer / Team	
MR	
Officer / Team	
MR	
GM / DIR(ID)	
GM / DIR(ID)	
GM / DIR(ID)	Attachment 1: Revision History Sheet
MR	Attachment 2: Quality Document Master List
AO(IQD) / AAO(IQD)	
AA(IQD)	Attachment 3: Document Distribution Control List (DDCL)
AA(IQD)	
AA(IQD)	
DIR(ID)	
AA(IQD)	

PROCESS

OUTPUT

PROCESS OUTPUT:

- Newly established document approved & distributed

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE

TITLE DOCUMENT CONTROL

DOCUMENT NO. QP-SEDC-19

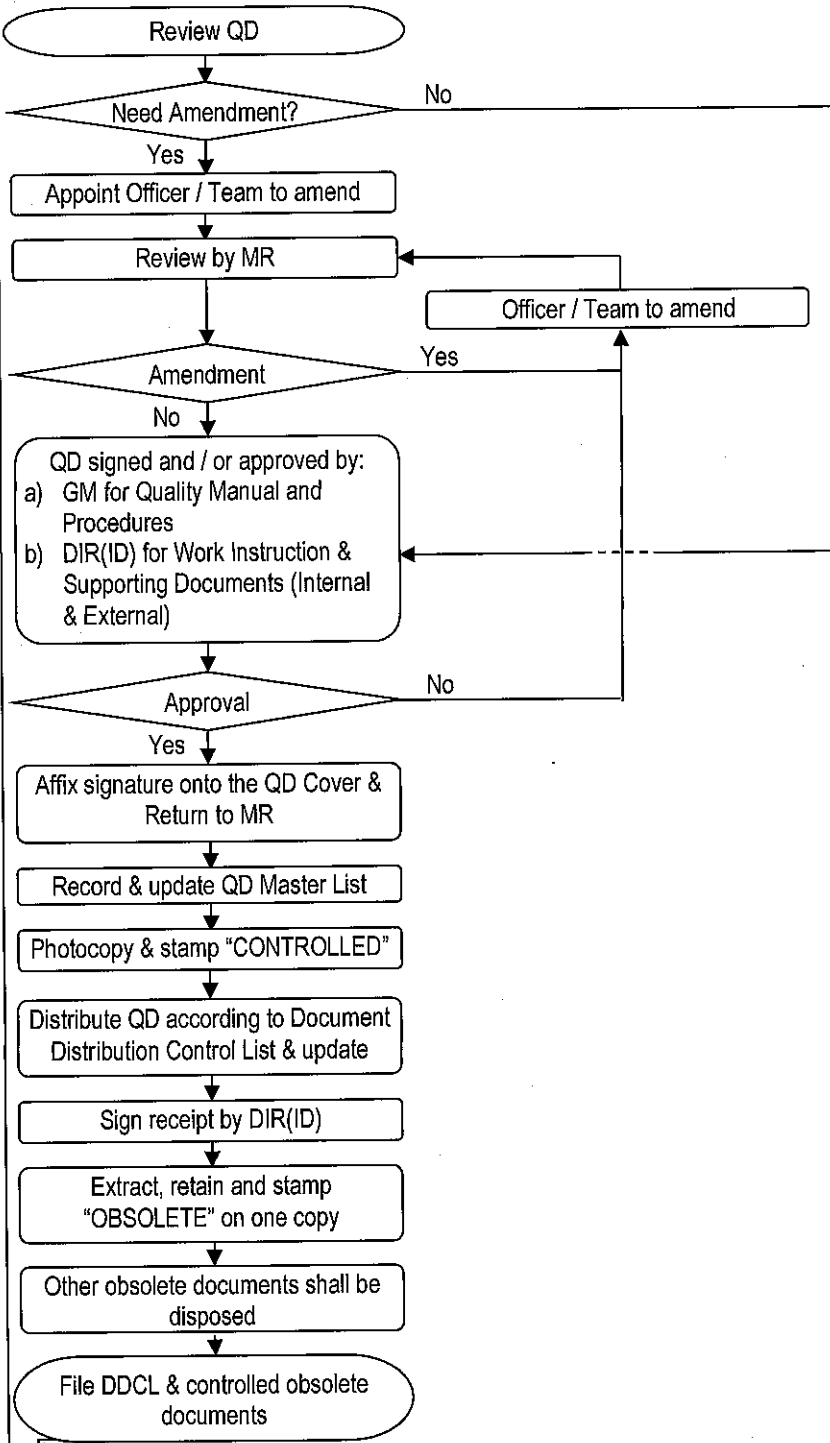
REVISION 1

PAGE 4 of 5

IN-PUT

- Revised Quality Document

Part 2 – Revision of QD



Responsibility	Quality Record
DIR(ID)	Attachment 4: Quality Record Revision Request Form
MR	
Officer/Team	
MR	
Officer/Team	
MR	
GM / DIR(ID)	
GM / DIR(ID)	Attachment 1: Revision History Sheet
GM / DIR(ID)	Attachment 2: Quality Document Master List
AAO(IQD) / AA(IQD)	Attachment 3: Document Distribution Control matrix (SD-SEDC-53)
AA(IQD)	Attachment 3: Document Distribution Control List (DDCL)
AAO(IQD) / AA(IQD)	
DIR(ID)	
AA(IQD)	
AA(IQD)	
AA(IQD)	

PROCESS

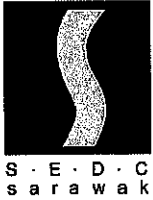
OUTPUT

PROCESS OUTPUT:

- Revised document approved & distributed

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
TITLE	DOCUMENT CONTROL		
DOCUMENT NO.	QP-SEDC-19		
REVISION	1	PAGE	5 of 5

REVISION HISTORY SHEET

Rev. No.	Document History
0	New established.
1.	<ul style="list-style-type: none">• Cover Page - Change of General Manager's name and Acting Director's name



TITLE			
DOCUMENT NO.			
REVISION		PAGE	of

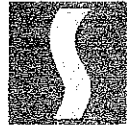
REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.

ATTACHMENT 2

QUALITY DOCUMENT MASTER LIST

No.	Document No.	Issued No.	Page / Page No.	Remark / Details	Date Approved	Verified By

Form PA1		QUALITY RECORD REVISION REQUEST FORM		 <small>S · E · D · C S a r a w a k</small>	
Document Title : _____ Document No. : _____ Title and Page No. Involved : _____ Details of Proposed Revision : _____ (See Attached Original & Proposed Document) Reason for Revision : _____					
Signature : _____ Designation : _____			Name : _____ Date : _____		
<u>Remarks by Quality Management Representative (MR):</u> _____ _____ _____					
Signature : _____ Designation : _____			Name : _____ Date : _____		
<u>Decision By General Manager/Chairman</u> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Remark (if any) : _____ _____ _____					
Signature : _____ Designation : _____			Name : _____ Date : _____		