**Process:**Control of Documents

Purpose: To ensure that documented information required by the University and those of external origin are identified, controlled and maintained as appropriate.

**Output:**Available, suitable and protected documented information

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| **S/NO.** | **ACTIVITIES** | **INPUTS** | **RISKS** | **RISK LEVEL** | **RISK IMPACT** | **MITIGATION** | **OPPORTUNITY** | **ACTIONS** |
| 1. | Document approval | Documented Information | * Budgetary Constraints | low | High | Making budgetary provisions | * Use of technology * Adoption of new practices in documentation * Addressing new interested parties | * Use technology for communication * Use technology for ease of doing business * Technology to facilitate wider accessibility. * Address the needs of customers and interested parties to improve quality |
| * Complexity of process | Sensitization on the process |
| * Inadequate resources | Prudent resource utilization |
| * Competence of persons | * Selection of competent and knowledgeable persons * Capacity building |
| * Time Constraints | * Use of technology * Prepared Action Plans |
| * Inadequacy of procedure | Outsourcing |
| 2. | Review, Up-dating and Re-approval | Documented requests for review | * Inadequacy of procedure | Low | High |  |  |  |
|  |  |  | * Time Constraints |  |  |  |  |  |
|  |  |  | * Bottlenecks |  |  |  |  |  |
|  |  |  | * Ambiguity in roles |  |  |  |  |  |
|  |  |  | * Competence of personnel |  |  |  |  |  |
| 3. | Control of Obsolete documents | Identification of documents | Use of obsolete documents | High | High | Sensitization | Use of technology to address communication hitches and for sensitization | Develop mechanisms for monitoring documents in use |
|  |  |  | Poor identification of documents |  |  | Proper document identification |
|  |  |  | Lack of proper communication |  |  | Clear communication channels for document use. |