

	United States Accreditation, INC. Procedure for Management of Documents	Document No:	USACC-P-08
		Release Date:	01/04/2021
		Rev Date / No:	0

1. PURPOSE

The purpose of this procedure is to define the methods used in the preparation, approval, distribution, review, update and abolishment of the documents contained in the United States Accreditation, INC. management system.

2. SCOPE

This document covers the Quality Manual, procedures, instructions, forms, lists, guidelines and outsourced documents contained in United States Accreditation, INC.'s management system documentation.

3. DEFINITIONS

Definitions related to this procedure are given in the USACC-IN-01 Instructions on Terms and Definitions Used in the United States Accreditation, INC. Documentation.

4. RELATED DOCUMENTS

- USACC-IN-01 Instructions on Terms and Definitions
- USACC-IN-03 Instructions on Confidentiality and Security of Information
- USACC-IN-07 Instructions on United States Accreditation, INC. Principles on Document Preparation
- USACC-LT-03 Reference Documents List
- USACC-LT-04 United States Accreditation, INC. Policies List
- USACC-FR-11 Corrective Action Request Form
- USACC-P-04 Procedure for Control of Records

5. IMPLEMENTATION

5.1 Preparation, Approval, Publication, Distribution, Review and Update of United States Accreditation, INC. documents
 United States Accreditation, INC. documents are prepared based on applicable international, regional and national standards, normative documents, sectoral developments, documents of international organizations in the field of accreditation such as APAC, ILAC and IAF, and legal requirements.

5.1.1 Preparation of Documents

The document request shall be forwarded to the Quality Manager along with the prepared document draft if there is a need for a new document. If the requested document is to be prepared by another department, the relevant department personnel shall carry out this process under the coordination of the Quality Manager.

The Quality Manager shall examine the suggestions in terms of format, content and compliance with the procedures in force and take the opinions of the relevant departments and people, when necessary.

Interested parties and working groups can give their opinions in the preparation of documents, and when necessary, it shall be ensured that these groups take an active role in the creation of the documents.

If necessary, United States Accreditation, INC. shall receive opinions from the authorized organizations, accredited bodies and other interested parties with whom United States Accreditation, INC. cooperates in areas where it grants accreditation with regard to the draft documents prepared.

In the preparation of all kinds of documentation to be created within United States Accreditation, INC., USACC-IN-04 Instructions on Code of Conduct and Ethics Instructions on USACC-IN-07 Instructions on United States Accreditation, INC. Principles on Document Preparation shall be used.

5.1.2 Approval of Documents

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The person who prepares, controls and approves the document shall be specified on the document in question. In some cases, the control and approval of the prepared documents may be done by the same person. However, it is ensured that the document is controlled by a different person than the one who has prepared the document.

Quality Policy shall be signed by the President.

The Quality Manual, procedures, instructions, guidelines, forms and lists shall be approved by the President.

The initiative regarding the publication of new regulations and communiqués or the revision of existing ones rests with the Board of Directors. The final form of new or revised regulations and communiqués shall be approved by the Board of Directors.

5.1.3 Document Change (Revision)

A proposal for change shall be submitted to the Quality Manager by adding the data that creates the need for change and/or the justification for the change. The document shall be revised as far as possible by the personnel/department who prepared the earlier document. In cases where this is not possible, a change (revision) shall be done in the coordination of the relevant department supervisor. In the control and approval of the revised documents, the same process shall be operated as the newly prepared documents.

5.1.4 Publication, Distribution, Reproduction and Storage of Documents

There is sufficient accessibility to the documents on United States Accreditation, INC.'s website. However, each user can access documents that are open to them. The software that United States Accreditation, INC. uses for this purpose is configured to prevent unauthorized persons from accessing documents.

Information regarding accreditation are published on the website when they need to be announced to interested parties.

Wet-signed originals or e-signed electronic versions of published documents shall be stored by the Quality Manager. The Quality Manager shall make the documents that need to be published available electronically using the appropriate electronic file formats and in accordance with the relevant authorization information. All document updates shall be announced by the United States Accreditation, INC. Management Information System a www.accreditation.us

Documents in electronic media are usually prepared with electronic file formats that prevents interference with the content of the document.

Documents in electronic media are updated documents and all United States Accreditation, INC. personnel shall use these documents. Printed documents shall have the "UNCONTROLLED COPIES" status.

The Quality Manager shall keep original copies of previous versions of outdated and changed documents. Documents that are out of date due to the publication of their new revision shall be labeled as "OLD REVISION", and those withdrawn due to other reasons shall be labeled as "WITHDRAWN", so that these documents are distinguished from up-to-date documents.

5.1.5 Review of Documents

Documents shall be reviewed at least annually, preferably during internal audits, in order to ensure their compliance with international, regional, national rules, legislation, applicability and effectiveness, and records of this review shall be kept. During this review, the work on the distribution, use, storage and protection of documents shall also be controlled by the methods specified in this procedure and other relevant plans and procedures, to see whether the conditions have been met, and whether the duties and powers have been fulfilled.

5.2 Reference (Outsourced) Documents

The service department supervisors shall follow the guidelines, international, regional, national standards and legal legislation published by organizations such as APAC, ILAC, IAF, which they use in accreditation activities, and use up-to-date documents. All these reference documents shall be maintained using USACC-LT-03 Reference Documents List on department basis and followed up by a personnel assigned by the relevant department supervisors.

The guidelines published by organizations such as APAC, ILAC, IAF, which are accessible on the Internet, and on which United States Accreditation, INC. bases its activities, shall be monitored by the relevant United States Accreditation, INC. technical personnel and the use of up-to-date guidelines shall be ensured. In addition, if a new document is published by organizations such as APAC, ILAC, IAF or if existing documents are revised, the Quality

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Manager shall inform all relevant departments about this matter.

Other than these reference documents, reference documents such as standards, legal documents, rules and guides, which are not accessible by United States Accreditation, INC. personnel in electronic environment, shall be provided by the relevant department responsible. Documents with copyright or confidentiality (standards, etc.) shall be provided in accordance with the law and only the relevant personnel shall be provided with access.

Up-to-date Reference Documents List is published electronically. The list is updated immediately after changes occur in the reference documents.

5.3 Archiving

Documents are stored in the United States Accreditation, INC. archive as specified in the USACC-P-04 Procedure for Control of Records.

6. AUTHORITY AND RESPONSIBILITIES

Authority and responsibilities are described in USACC-G-34 Job Description and Organization Chart Guideline.