	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
Document Title: CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

CHUKA UNIVERSITY


GENERAL OPERATING PROCEDURE

FOR

CONTROL OF MAINTAINED DOCUMENTED INFORMATION


CU/GOP/CMDI/01

	Name	Position	Date
Prepared By		ISO Core Team	20.8.2019
Reviewed By	Prof. D. K. Isutsa	Management Representative	20.8.2019
Approved By	Prof. E. N. Njoka	Vice-Chancellor	20.8.2019

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

CONTENTS

COVER PAGE.....	1
REVIEW SHEET.....	1
CONTENTS.....	2
1. AMENDMENT RECORD	3
2. GENERAL.....	4
2.1 Purpose.....	4
2.2 Scope.....	4
2.3 References.....	4
2.4 Definitions and abbreviations.....	4
2.5 Responsibility.....	5
3. PROCEDURE.....	5
3.1 General.....	5
3.2 Approval of MDI for Adequacy Prior to Issue.....	5
3.3 Review, Updating and Re-Approval of MDI.....	5
3.4 Identification of Changes and the Current Revision Status of MDI.....	5
3.6 Legibility of MDI.....	6
3.7 Identification of MDI.....	6
3.8 Identification and Control of Distribution of MDI of External Origin.....	7
3.9 Management of Obsolete MDI.....	7
4 RECORDS.....	7
5. APPENDICES.....	9
APPENDIX 1: MASTER LIST OF INTERNAL MDI.....	9
APPENDIX 2: INTERNAL MDI DISTRIBUTION RECORD FORM.....	10
APPENDIX 3: INTERNAL MDI CHANGE REQUEST FORM.....	11
APPENDIX 4: MASTER LIST OF EXTERNAL MDI	12
APPENDIX 5: CONTROL & DISTRIBUTION OF EXTERNAL MDI FORM.....	13


	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

1. AMENDMENT RECORD

This Control of Maintained Documented Information procedure is reviewed regularly to ensure relevance to its functions. A record of contextual additions and/or deletions is given below:

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review /Modification	Revised By	Approved By
20/8/2019	06	00	ALL	Changed title from Control of Documents (Maintained Documented Information) to “Control of Maintained Documented Information” to be in line with the ISO 9001:2015 nomenclature, and changed code to CU/GOP/CMDI/01	ISO M.R.	VC

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

2. GENERAL

2.1 Purpose

The purpose of this procedure is to define the controls that are needed for documents required by the Quality Management System, as required under ISO 9001:2015 International Standard.

2.2 Scope

This procedure applies to all the documents (including electronic) required by this International Standard and the Chuka University Quality Management System, whether of internal or external origin to the University.

2.3 References

1. ISO 9001:2015 Clause 4.4.2, 7.5
2. CU Quality Manual
3. National Archives Act
4. CU Registry Guidelines
5. CU Records Management Policy on disposition of documents and records

2.4 Definitions and Abbreviations

In addition to the relevant common definitions of terms given in ISO 9000:2005, the following specific definitions shall apply:

Maintained documented Information: refers to a medium with maintained information for reference by the CU QMS.

Quality Management System Documents: These are “Prescriptive” documents describing the “what”, “when”, “who”, “why” and “how”, in the establishment, implementation and maintenance of the Quality Management System for the University. Examples include but are not limited to: Process descriptions, Control of Maintained Documented Information, QMS Procedures, Process Maps, Work Instructions, Specifications and Reference Standards of Internal and External origin.

Process: A combination of people, methods, materials, equipment and environmental controls, used in the provision of a product/service. The output of one process may be the input of another.

Process Owner: These are the people who are responsible for managing and/or carrying out the process. They generally have the greatest understanding of what is required to control and improve the process.


AMR: Assistant Management Representative

CMDI: Control of Maintained Documented Information

MDI: Maintained Documented Information

MR: Management Representative

QMS: Quality Management System

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

2.5 Responsibility

The MR has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes.

Each process owner has the principal responsibility of providing information from compiling documentation of their processes and for initiating action to keep processes updated.

3. PROCEDURE

3.1 General

- 3.1.1 All the QMS MDI developed and used in the University are controlled by the MR and maintained by the respective Heads of Departments.
- 3.1.2 All the QMS MDI are written and issued in the standard formats issued by the MR.
- 3.1.3 No member of staff is allowed to make copies of controlled MDI without the documented approval of the MR.
- 3.1.4 The MR maintains the Master List of Internal MDI (*Ref: CU/MR/FORM/01*) as a result of the evolution and development of the CU's QMS.

3.2 Approval of Documents for Adequacy Prior to Issue


- 3.2.1 All the QMS MDI are prepared, checked, reviewed, updated as necessary and signed by the preparing authority on the MDI Control Schedule on the front page.
- 3.2.2 All the QMS MDI are then approved and signed by the approving authority identified on the MDI Control Schedule before issuing by the MR to those on the distribution/circulation lists.
- 3.2.3 The QMS MDI's issued are recorded by the MR on the Internal MDI Distribution Record Sheet (*Ref: CU/MR/FORM/02*)

3.3 Review, Updating and Re-Approval of MDI

- 3.3.1 The process owners are responsible for review, updating as necessary and re-approval of the applicable QMS MDI's when there is a change in the process or as applicable.
- 3.3.2 Following the original issue, changes to the QMS MDI are only authorised by the MR after review by the process owner.
- 3.3.3 Any member of staff can request changes to the relevant QMS MDI through MDI Change Request Form given (*Ref: CU/MR/FORM/03*)

3.4 Identification of Changes and the Current Revision Status of MDI

- 3.4.1 The MR ensures that all changes made on the QMS MDI are shown in a unique way from the original version whenever changes are made to any MDI.
- 3.4.2 The first documents developed have revision **00** for all pages. Changes to any page within the MDI make the revision number of that particular page to read as **01** from **00** (depending on the previous number which was present on that page).

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

3.4.3 All MDI have Issue Number **01** as the first MDI for the ISO system. When there are several revisions on many pages within the MDI the MR can decide to overhaul the entire MDI to have all the pages reading as revision **00**, but the issue number will then be changed to the next number, for example Issue Number **02** from **01**.

3.4.4 The MR distributes the revised pages to the relevant copy holders and withdraws all the “**Obsolete**” pages of the MDI either for filing or disposal. Where the entire MDI is changed to read the next issue number, the MR will also withdraw the MDI and re-issue the new MDI reflecting this change in the *Master List of Internal MDI (Ref: CU/MR/FORM/01)* and Internal MDI Distribution Record Sheet (*Ref: CU/MR/FORM/02*).

3.5 Availability of Relevant Versions of Applicable MDI at Points of Use

3.5.1 The MR plans the distribution of the relevant versions of the applicable MDI to all the points of use.

3.5.2 The MR ensures that the points of use are identified on the Master List of Internal MDI (*Ref: CU/MR/FORM/01*) and Internal MDI Distribution Record Sheet (*Ref: CU/MR/FORM/02*).

3.6 Legibility of MDI

3.6.1 The MR ensures that MDI are kept clean, legible and where practical protected from mishandling or damage.

3.6.2 The MDI are preserved in the most suitable manner, which may include but not limited to lamination, framing, storing in plastic pockets, and filing in cabinets.

3.6.3 No individual is allowed to write on any of the MDI.

3.6.4 The MR is responsible of ensuring that any MDI found illegible is withdrawn and a clear version distributed.

3.7 Identification of MDI

3.7.1 The MR ensures that each QMS MDI has a unique identification code or number for ease of identification.

3.7.2 MDI are identified as follows:

3.7.2.1 The first set of characters abbreviate the Chuka University – CU


3.7.2.2 The second set of characters the type of document e.g. SOP for Standard Operating Procedures and GOP for General Operating Procedures.

3.7.2.3 The third set of characters denotes procedure/process/owner e.g. DVCA for Deputy Vice-Chancellor, Academic.

3.7.2.4 The fourth set of characters is a serial number unique to each procedure/process/owner. E.g. 01 for the VC’s office.

3.7.2.5 All forms are coded ‘CU/OWNER/FORM/==/’. Serial numbers are determined by the owners e.g. CU/FIND/FORM/01 for surrender of imprest.

3.7.2.6 All forms generated and used in CU are controlled by the MR and must be listed/contained in the Master List of Internal MDI.

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

3.8 Identification and Control of Distribution of MDI of External Origin

- 3.8.1 The MR ensures that reference documents of external origin determined by CU to be necessary for the planning and operation of the QMS are identified on the Master List of External MDI (*Ref: CU/MR/FORM/04*)-*Master List of External Documents*), and their distribution controlled as given therein.
- 3.8.2 The MR ensures that all external documents are controlled through the *Control & Distribution of External MDI (Ref: CU/MR/FORM/05)*

3.9 Management of Obsolete MDI

- 3.9.1 The MR ensures recall of all obsolete MDI from the process owners is made and the OBSOLETE documents are dis-positioned according to CU Policy on dis-positioning of MDI and RDI before issue of new revisions/versions.
- 3.9.2 Where there is need to retain an obsolete MDI, it shall be stamped “OBSOLETE” to prevent its unintended use.


(Refer to CU Records Management Policy)

Upon **Review** of any MDI, all issued MDI are recalled to update the proposed changes and subsequently re-approved before issue. The changes identified are captured on the MDI Change Request Form (*Ref: CU/MR/FORM/03*), which is used to update the Master List of Internal MDI (*Ref: CU/MR/FORM/01*) and MDI Control Schedule. All MDI are stored in referenced files. MDI of external origin are listed in the Master List of External MDI (*Ref: CU/MR/FORM/04*), which is maintained by the MR.

All MDI and data used in the QMS are properly identified and controlled. The Quality Manual, Procedures Manual, and Quality Policy are issued to defined recipients through the MDI Distribution Record Form that is filed and maintained by MR.

4. RETAINED DOCUMENTED INFORMATION

- (i) Master List of Internal MDI (*Ref: CU/MR/FORM/01*)
- (ii) Internal MDI Distribution Record Form (*Ref: CU/MR/FORM/02*)
- (iii) Internal MDI Change Request Form (*Ref: CU/MR/FORM/03*)
- (iv) Master List of External MDI (*Ref: CU/MR/FORM/04*)
- (v) Control & Distribution of External MDI (*Ref: CU/MR/FORM/05*)


	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
Document Title: CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

5. APPENDICES


APPENDIX I: Master List of Internal Maintained documented Information

(Ref: CU/MR/FORM/01)

No.	Document Title	Document Reference	Department Document Belongs To	Issue No.	Issue Date	Revision Status	Revision Date
1	CUSA Constitution	CU/P/8	Dean of Students	1	18.12.10	0	
2	Gender Policy	CU/P/9	Office of VC	2	01.3.13	0	
3	Automation Policy	CU/P/10	Office of VC	2	01.3.13	0	
4	HIV/AIDS Policy	CU/P/11	Office of VC	2	01.3.13	0	
5	Disability Policy	CU/P/12	Office of VC	2	01.3.13	0	
6	Public Complaints Policy	CU/P/13	Office of VC	2	01.3.13	0	
7	Alcohol and Drug Abuse Policy	CU/P/14	Office of VC	2	01.3.13	0	
8	Statutes, 2008	CU/P/15	Office of VC	1	2008	0	
9	Guide for Writing Fundable Research Proposal	FORM A	Office of DVCA	1	Sep 2011	0	
10	Format for The Final Report	FORM B	Office of DVCA	1	Same	0	
11	Criteria for Evaluating a Fundable Proposal	FORM C	Office of DVCA	1	Same	0	
12	Strategic Plan	2012-2017	Office of VC	1	21.6.12	0	
13	University Catalogue	N/A	Registrar(AA)Office	1	8.1.2013	0	
14	Leave Form	CU/ADM/HR/1	Registrar(AP)Office	1	2009	0	
15	Office Letterheads	CU/ADM/HR/7	Registrar(AP)Office	1	2009	0	
16	Staff Handbook	CU/ADM/HR/11	Office of DVCF	1	2009	0	
17	Scheme of Service of Staff	CU/ADM/HR/11	Office of DVCF	1	2009	0	
18	Service Charter	CU/ADM/HR/11	Office of VC	1	21.6.12	0	
19	Application Form	CU/ADM/FORM/APP/1	Admissions	1	2009	0	
20	Format for Annual Work Plan for Strategic Plan Preparation	CU/QAPC/1	QAPC	1	1.7.2012	0	
21	Format for Quarterly Reporting on the Strategic Plan	CU/QAPC/2	QAPC	1	1.7.2012	0	
22	Format for End of Year Reporting on Strategic Plan Implementation	CU/QAPC/3	QAPC	1	1.7.2012	0	
23	Format for Internal Quarterly Reporting on PC	CU/QAPC/4	QAPC	1	1.7.2012	0	
24	University Brochure		Registrar(AA)Office	1	2011	0	
25	Postgraduate Courses Brochure		Graduate School	1	2011	0	
26	Chuka University Order	Legal Notice No. 161 of 2007	Office of VC	1	2007	0	
27	Chuka University Catalogue		Registrar(AA)Office	1	2012	0	
28	Graduate Student Handbook		Graduate School	1	2011	0	
29	Undergraduate Student Handbook		Dean of Students	1	2013	0	
30	Quality Policy	CU/QMS/QP	MR	1	3.3.14	0	
31	Quality Manual	CU/QMS/QM/01	MR	3	3.3.14	0	
32	Maintained Documented Information	CU/GOP/CMDI/01	MR	4	20.8.19	0	
33	Retained Documented Information	CU/GOP/CRDI/02	MR	4	20.8.19	0	
34	Internal Audits	CU/GOP/IAUD/03	MR	3	3.3.14	0	
35	Control of Non-Conform. Outputs	CU/GOP/CNCO/04	MR	4	20.8.19	0	
36	Non-conformity & Corrective Action	CU/GOP/NCCA/05	MR	4	20.8.19	0	
37	Anticorruption Policy	ANTI-C	Office of VC	2	01.3.13	0	
38	Human Resource Training Policy	HRTDP	Office of VC	2	01.3.13	0	
39	Research Policy	RESCP	Office of VC	2	01.3.13	0	
40	Disability Policy	DISAP	Office of VC	2	01.3.13	0	
41	Institutional Management	CU/SOP/VCIM/01	Office of VC	2	25.3.13	0	
42	Administration, Finance & Planning	CU/SOP/DVCF/02	DVCF Office	3	3.3.14	0	


	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
Document Title: CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

43	Academic & Research Extension	CU/SOP/DVCA/03	DVCA Office	2	25.3.13	0	
44	Resource Advancement & Development	CU/SOP/RADP/04	Registrar(AP)Office	2	25.3.13	0	
45	Registration and Admission Coordination	CU/SOP/RACA/05	Registrar(AA)Office	2	25.3.13	0	
46	Faculty Administration	CU/SOP/FERD/06	FERD	2	25.3.13	0	
47	Faculty Administration	CU/SOP/FAHU/07	FAHU	2	25.3.13	0	
48	Faculty of Business Studies	CU/SOP/FBST/08	FBST	2	25.3.13	0	
49	Faculty Administration	CU/SOP/FAES/09	FAES	2	25.3.13	0	
50	Faculty Administration	CU/SOP/FSET/10	FSET	2	25.3.13	0	
51	Quality Assurance & Performance Contracting	CU/SOP/QAPC/11	QAPC	3	3.3.14	2	
52	Examinations & Timetables	CU/SOP/EXTT/12	EXTT	2	25.3.13	0	
53	Postgraduate Studies & Research	CU/SOP/BPSR/13	BPSR	2	25.3.13	0	
54	Undergraduate Studies & Attachment	CU/SOP/BUSF/14	BUSF	2	25.3.13	0	
55	Student Welfare Promotion	CU/SOP/STWD/15	STWD	2	25.3.13	0	
56	Teaching & Examination	CU/SOP/DBAD/16	DBAD	2	25.3.13	0	
57	Teaching & Examination	CU/SOP/DEDU/17	DEDU	2	25.3.13	0	
58	Teaching & Examination	CU/SOP/DAHU/18	DAHU	2	25.3.13	0	
59	Teaching & Examination	CU/SOP/DERD/19	DERD	2	25.3.13	0	
60	Teaching & Examination	CU/SOP/DAGS/20	DAGS	2	25.3.13	0	
61	Teaching & Examination	CU/SOP/DBSC/21	DBSC	2	25.3.13	0	
62	Farm Development	CU/SOP/FARM/22	Farm	2	25.3.13	0	
63	Library Service	CU/SOP/LIBD/23	Library	2	25.3.13	0	
64	Financial Management	CU/SOP/FIND/24	Finance	2	25.3.13	0	
65	Purchasing	CU/SOP/PROD/25	Procurement	2	25.3.13	0	
66	Internal Auditing	CU/SOP/IAUD/26	Internal Audit	2	25.3.13	0	
67	Estate Development	CU/SOP/ESTD/27	Estates	2	25.3.13	0	
68	Catering	CU/SOP/CATD/28	Catering	2	25.3.13	0	
69	Medical Care	CU/SOP/MEDD/29	Medical	2	25.3.13	0	
70	Security Promotion	CU/SOP/SESD/30	Security	2	25.3.13	0	
71	Transport Service	CU/SOP/TRAD/31	Transport	2	25.3.13	0	
72	Accommodation	CU/SOP/ACCD/32	Accommodation	2	25.3.13	0	
73	Management Reviews	CU/SOP/MR/33	M.R.	2	25.3.13	0	
74	Work Instruction for Chemistry Practical Sessions	CU/WI/CHEM/01	DBSC	2	25.3.13	0	
75	Work Instruction for Biological Science Practical Sessions	CU/WI/BIOL/02	DBSC	2	25.3.13	0	
76	Work Instruction for Computer Science Practical Sessions	CU/WI/COMP/03	COMPD	2	25.3.13	0	
77	Work Instruction for Wildlife Practical Sessions	CU/WI/WILD/04	ESRD	2	25.3.13	0	
78	Work Instruction for Animal Health Practical Sessions	CU/WI/ANHE/05	DAGS	2	25.3.13	0	
79	Work Instruction for Geography Practical Sessions	CU/WI/GEOG/06	DAHU	2	25.3.13	0	
80	Work Instruction for Media Practical Sessions	CU/WI/MEDIA/07	DAHU	2	25.3.13	0	

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		


APPENDIX 2: INTERNAL MDI DISTRIBUTION RECORD FORM
(Ref: CU/MR/FORM/02)

DOCUMENT TITLE:						
COPY NO.	ISSUE:	LOCATION	HOLDER'S SIGNATURE			
	REVISION DATE:		DATE RECEIVED	SIGN	DATE RETURNED	SIGN
ISSUED TO/HOLDER						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
Document Title: CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

APPENDIX 4: MASTER LIST OF EXTERNAL MDI
(Ref: CU/MR/FORM/04)

Office of the Vice-Chancellor				
No.	Document Title	Document Reference	Department Document Belongs To	Remarks
1	Performance Contract	CU/EXT/P1	Office of the Vice-Chancellor	Signed with MOHEST
2	Egerton University Act, 1987	CU/EXT/P2	Office of the Vice-Chancellor	GOK Legislation
3	Chuka University College Order, Legal Notice No. 161, 2007	CU/EXT/P3	Office of the Vice-Chancellor	GOK Legislation
4	Government Circulars	CU/EXT/P4	Office of the Vice-Chancellor	From various government offices
5	Land Title Deeds	CU/EXT/P5	Office of the Vice-Chancellor	Various land parcels
6	Chuka University Logo	CU/EXT/P6	Office of the Principal	GOK Legislation
7	Chuka University Seal	CU/EXT/P7	Office of the Vice-Chancellor	GOK Legislation
11	Codes of Conduct	CU/EXT/P11	Internal Audit	GOK Legislation
12	Exchequer and Audit Act & Public Audit Act, 2003	CU/EXT/P12	Internal Audit	GOK Legislation
13	International Auditing Standards	CU/EXT/P13	Internal Audit	GOK Legislation
14	International Financial Reporting Standards	CU/EXT/P14	Internal Audit	GOK Legislation
15	KS ISO 9001:2015 Standard	CU/EXT/P15	Internal Audit	KEBS
16	Public Officer Ethics Act, 2003	CU/EXT/P16	Internal Audit	GOK Legislation
17	Public Procurement & Disposal Act, 2005	CU/EXT/P17	Internal Audit/Procurement	GOK Legislation
18	Public Procurement and Disposal Regulations, 2006	CU/EXT/P18	Internal Audit/Procurement	GOK Legislation
19	State Corporations Act, Cap. 446	CU/EXT/P18	Office of VC /Internal Audit	GOK Legislation
20	Chuka University Charter, 2013		Office of the Vice-Chancellor	GOK Legislation
21	Various Acts of Parliament			GOK
OFFICE OF DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)				
1.	Egerton University Statutes	2012	Egerton University	Benchmarking
2.	Egerton University Catalogue	1987	Egerton University	Academic programmes
OFFICE OF THE REGISTRAR (ADMINISTRATION AND PLANNING)				
1	Employment Act, 2007	EA/2007	Office of the Registrar (AP)	New Labour Laws
2	Labour Relations Act, 2007	LRA/2007	Office of the Registrar (AP)	"
3	Work Injury Benefits Act, 2007	WIBA/2007	Office of the Registrar (AP)	
4	Occupational Safety and Health Act, 2007	OSHA/2007	Office of the Registrar (AP)	
5	Anti-Corruption & Economic Crimes Act, 2003	ACEA/2003	Office of the Registrar (AP)	
8	Public Officer Ethics Act, 2003	POEA/2003	Office of the Registrar (AP)	
9	MOA (2008-2010) between Egerton University & Kenya Union of Domestic, Hotels, Educational Institutions and Allied	MOA/KUDHEIHA	Office of the Registrar (AP)	
9	MOA (2008-2010) between Egerton University and the UASU	MOA/UNTESU	Office of the Registrar (AP)	
10	MOA (2008-2010) between Egerton UASU	MOA/UASU	Office of the Registrar (AP)	
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)				
1	Certificate Release Master Book		Egerton University	
4	Part-time Lecturers Curriculum Vitae	CU/ESRD/019	ESRD	
MEDICAL DEPARTMENT				
1	Under 5 Years Patients Register	CU/MEDD/E/MOH204A	Medical	GOK
2	Over 5 Years Patients Register	CU/MEDD/E/MOH/204B	Medical	GOK
3	TB Register	CU/MEDD/E/TB/4	Medical	GOK
4	Lab Register	CU/MEDD/E/MOH/240	Medical	GOK
5	HIV Testing And Counselling Lab Register	CU/MEDD/E/MOH/362	Medical	GOK

	Document Ref.: CU/GOP/CMDI/01	Issue Date: 20th August, 2019
	Issue No.: 06	Revision No.: 00
CONTROL OF MAINTAINED DOCUMENTED INFORMATION		

APPENDIX 5: CONTROL AND DISTRIBUTION OF EXTERNAL MDI FORM
(Ref: CU/MR/FORM/05)

	Document Name	Revision / Edition	Copy No.	Dept/document belongs to	Date issued to dept	Name of person issued to	Sign of person issued to	Date returned	Sign by MR
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									