	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURES</b>	
	<i>Document Name:</i>	GP BAI-02
<b>Change Management Procedure</b>		Rev. No.: 04 <i>January 09, 2023</i> Page: 1/4

#### 1.0 Objectives

- To ensure define the methods for managing changes to processes and other aspects of the management system in a controlled manner.

#### 2.0 Scope

- This procedure covers the activities in the changing of procedures/process documentation, process outputs (licenses, certificates) and other documents.


#### 3.0 Definition of Terms

#### 4.0 Records

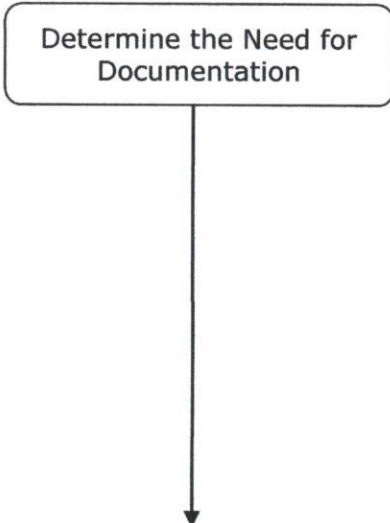
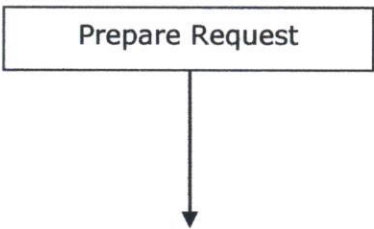
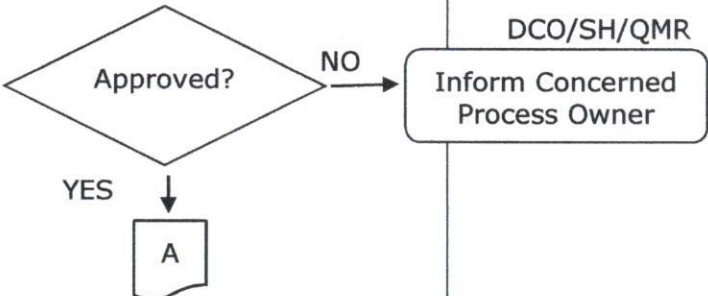
- R-BAI-92 Issuance and Withdrawal File
- R-BAI-95 Obsolete Documents File
- R-BAI-23 Document Creation/Revision Request File

#### 5.0 References

- ED BAI-01 PNS ISO 9001:2015, Quality Management Systems- Requirements
- ED BAI-03 PNS ISO IEC 17020:2012 Inspection Body Requirements

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6.0 Process

FLOW	RESPONSIBILITY	DETAILS
	Concerned Process Owner/s	<ul style="list-style-type: none"> <li>• All DCs of concerned sections /units are given soft copies of their respective documents.</li> <li>• Need for documentation may arise as a result of any of the following:               <ul style="list-style-type: none"> <li>○ Improvement opportunities have been identified, typically to improve process effectiveness</li> <li>○ Nonconformities within a process are identified and require corrective action</li> <li>○ Conditions in the industry or company change, requiring a process to be updated</li> <li>○ New processes are added which impact on existing processes, requiring changes</li> <li>○ Customer requirements result in a need to change processes</li> <li>○ Any other reason determined by management</li> </ul> </li> </ul>
	Concerned Process Owner/s	<ul style="list-style-type: none"> <li>• Use GF BAI-32 Document Creation/ Revision Request Form. Attach to it is the document to be revised with its corrections.</li> <li>• Request is reviewed for adequacy, completeness &amp; necessity</li> </ul>
	DCO/SH/QMR Inform Concerned Process Owner	<ul style="list-style-type: none"> <li>• The document will undergo review and approval per the procedure in the Responsibility Matrix for Review and Approval QM 0.3 Updating &amp; Distribution of Manuals &amp; Documents</li> </ul>



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Document Name:


**Change Management Procedure**

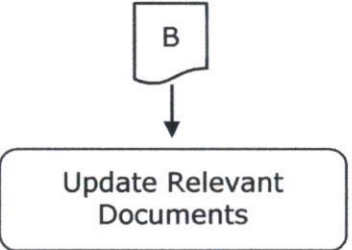
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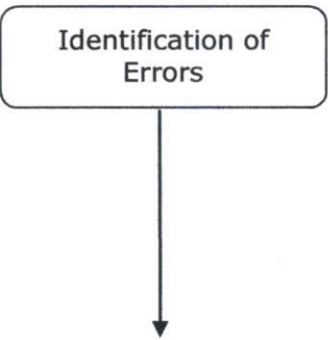
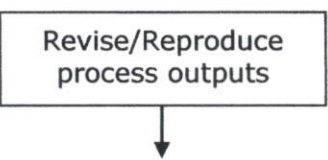
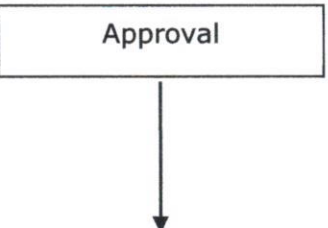

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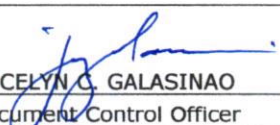

	<p>DCO/DDC/SDC/UDC</p>	<ul style="list-style-type: none"> <li>• The appropriate document will be updated to reflect the changes</li> <li>• The revision indicator of the document will be incremented</li> <li>• Management system documents undergo changes in accordance with the above procedure</li> </ul>
	<p>DCO/DDC/SDC/UDC</p>	<ul style="list-style-type: none"> <li>• Refer to Distribution Matrix of every manual</li> <li>• All original copies are kept by the DCO</li> <li>• Digital copy of all the documents are stored in DCO's/SDC's computer and placed in a folder and every file is password protected.</li> <li>• Back up files of ISO documents are stored in a removable thumb drive/USB solely for ISO documents purposes only.</li> <li>• Refer to Control of Documents (GP BAI-01)</li> </ul>
	<p>DCO/DDC/SDC/UDC</p>	<ul style="list-style-type: none"> <li>• Distribute revised documents and withdraw superseded documents one day before the effectivity date</li> <li>• Refer Distribution Matrix of every manual.</li> <li>• Use GF BAI-50 Issuance and Withdrawal Form</li> <li>• Obsolete copies are controlled according to GP BAI-05 Control of Records</li> </ul>
	<p>Concerned Section/Unit Head</p>	

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	DCO/DDC/SDC/UDC	<ul style="list-style-type: none"> <li>• Master List of External Documents-General (<i>PL BAI-16</i>) and divisions</li> <li>• Master List of Records-General (<i>PL BAI-17</i>) and divisions</li> <li>• (<i>R BAI-127</i>) Master List of Controlled Documents</li> </ul>
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7.0 Certificates, Contracts, Orders

FLOW	RESPONSIBILITY	DETAILS
	Receiving Clerk/Officer, All Employees	<ul style="list-style-type: none"> <li>• All concerned personnel shall see to it that "process outputs" (certificates/licenses) are reviewed for correctness.</li> <li>• Minor and major discrepancies if seen shall be immediately corrected prior to release to customers</li> <li>• Even with minor typographical errors shall be returned to concerned division for corrections.</li> </ul>
	Releasing Clerk	<ul style="list-style-type: none"> <li>• Documents are revised/reproduced accordingly</li> <li>• Use of correction fluid/tape is not allowed</li> <li>• Originals are crossed out and filed</li> </ul>
	Releasing Clerk	<ul style="list-style-type: none"> <li>• Approved by authorized signatories</li> <li>• Signatories cannot be substituted by the OIC of concerned division</li> <li>• Authority to sign shall be supported by a special order to the effect.</li> </ul>
	Releasing Clerk	<ul style="list-style-type: none"> <li>• Refer to procedure of releasing of concerned division</li> </ul>

Prepared by:	Approved by:
 JOCELYN C. GALASINAO Document Control Officer	 PAUL C. LIMSON, DVM Top Management