

PHILIPPINE BROADCASTING SERVICE

**BUREAU OF
BROADCAST SERVICES**

**PROCEDURES AND WORK
INSTRUCTIONS MANUAL**

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PROCEDURES AND WORK INSTRUCTIONS MANUAL

CONTROL OF DOCUMENTS

This document aims to define the policies and procedure for controlling and maintaining documents pertaining to radio production to ensure that appropriate forms are identified and available when needed.

This procedure aims to ensure that documents of external origin are identified and their distribution, controlled.

Scope

This procedure applies to all documents required by the PBS-BBS Quality Management System.

It also covers the monitoring and/or distribution of externally generated documents

Policy

It is the policy of PBS-BBS to ensure that pertinent documents are properly identified, updated, approved, and available when needed. This is to ensure also that documents of external origin are identified and controlled during distribution.

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Definition of Terms

Controlled Copy – Reproduced copy of the original document and latest issued document.

Documents – are QMS quality procedures, standard operational instructions, the Quality Manual, internal and external generated printed materials and other procedures/standard forms.

Document Controller (DC) – Individual/s assigned to oversee the implementation of the Document Control procedures.

Document Custodian – Officer or staff assigned to maintain controlled copies of documents.

Document Master list – A list of documents being controlled by a Document Controller in terms of creation, approval, revision, distribution, access, and use.

DFF – Document Feedback Form. A form used to suggest any revision to an existing document or manual.

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External Documents – Documents generated from outside sources.

Internal Documents – Documents generated within the organization related to QMS implementation and relevant PBS-BBS operations.

Obsolete Copy – Superseded document, marked as such.

Original Copy – Original document bearing approvals.

Originator/Process Owner – Person who initiated document creation/revision who shall fill-out the “Prepared by” portion of the document.

Uncontrolled Copy – Reproduced copy of a controlled copy document strictly for reference use, marked as such.

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Responsibilities

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Responsibilities

Quality Management Focal Person – Reviews and submits the established procedures in line with the requirements of the ISO 9001 Standards for approval by the head of agency.

Document Controller Custodian – Ensures that all documents are properly identified, updated, approved and made available for use and that obsolete documents are identified. The Document Controller is also responsible for the maintenance and implementation of this procedure on Control of Documents.

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Procedure Details

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Procedure Details

Key Activities	Responsibilities
Creation/Identification of documents	Originator
Review and acceptance of draft documents	Concerned Officer/ Process Owner
Approval of documents	Quality Management Representative
Registration and stamping of documents	Document Controller
Distribution of approved documents	Document Controller
Maintenance of Controlled Copies	Document Custodian
Document Revision/Updating	Originator
Control of External Documents	Document Custodians
Control of Electronic Document	Document Controller

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PRODUCTION FORMS

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PRODUCTION FORMS

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PRE ACTUAL POST PAP FORM

TIME	PRE- PRODUCTION	ACTUAL PRODUCTION	POST PRODUCTION
00:00:00	Station ID -- Hourly ID		
00:15:00	Station ID		
00:30:00	Station ID		
00:45:00	Station ID		
00:00:00	Station ID -- Hourly ID		

NOTED BY: _____ PRODUCTION SUPERVISOR/STATION

PROGRAM ANCHOR
MANAGER

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TIME/DATE: _____

PROGRAM TITLE: _____

PROGRAM HOST: _____

PROGRAM PLANNING		PROGRAM EXECUTION		REMARKS

Announcer/Date

SM/Date

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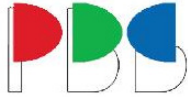
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RECORDING REQUEST FORM

To: _____

From: _____

Re: _____

Approved/Disapproved
Assigned Officer

Signature of Requesting Party