Procedure On Control
of Documents (Biometric Device)

0.1   Approval and Issue:

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Reviewed by :   _____
                                            Management Representative

Approved by :   _____
                                            Chief Executive Officer

NOTE :

1. Management Representative is responsible for issue and distribution of this document including amendments.

2. Holder of this copy is responsible for incorporation of all the amendments and maintain currency of the documents.

0.2 Amendment Record:

Amendment No.	Date of Amendment	Nature of Amendment	Page Ref.

1.0 Purpose & Scope

This procedure describes the methods to be followed for control of documentation at all levels pertaining to the operation of STQC Certification Services.

2.0 Documents under Documentation Control

The following types of documents are under the purview of the documentation control described in this procedure:

- Documents (Policy level documents such QM, Schedule of Charges)
- Procedures / Guidelines
- Forms / Formats
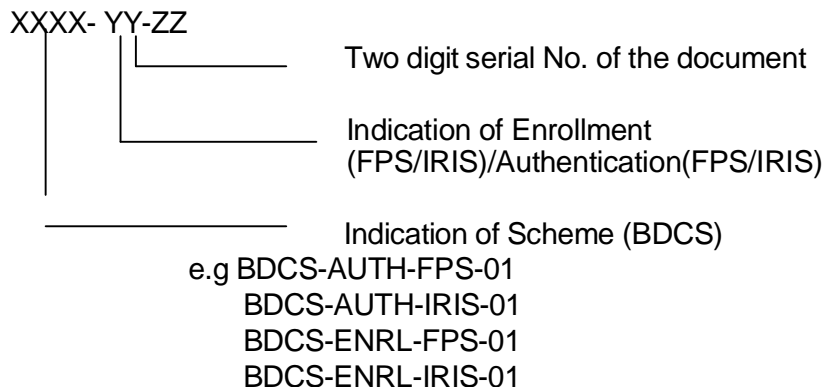- National / International / overseas agency standards

All the above documents come under the purview of numbering system. (Refer master list for complete set of internal documents)

3.0 Responsibility

MR shall be responsible for issue and control of all documentation with necessary facilities for storage, maintenance, updating, indexing, recording and retrieval. He is also responsible for allotting number for various categories of documents.

4.0 Numbering System

4.1 Scheme documents

XXXX- YY-ZZ

Two digit serial No. of the document

Indication of Enrollment (FPS/IRIS)/Authentication(FPS/IRIS)

Indication of Scheme (BDCS)

e.g BDCS-AUTH-FPS-01
BDCS-AUTH-IRIS-01
BDCS-ENRL-FPS-01
BDCS-ENRL-IRIS-01

Scheme documents which are common to all Biometric device (Enrollment,Authentication for both FPS & IRIS) certification numbering

will be as detailed below-

XXXX- -ZZ

       Two digit serial No. of the document

       Indication of Scheme
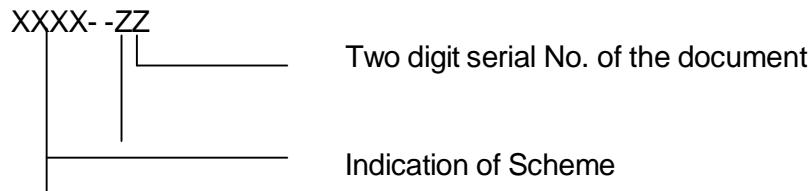
e.g BDCS-01

4.2   **Forms:**

FXX

Where F   =   Indication of Form

XX   =   Serial No. of Form

4.3   **File no. /Certificate of Registration / Approval:**

Authentication device

UIDAI-BDCS-AUTH -First two/three letters of company name-FPS or IRIS(type of device) –Sl. No. (file no.)
e.g   UIDAI-BDCS-AUTH-ABC-FPS-18
       UIDAI-BDCS-AUTH-ABC-IRIS-18

Enrollment Device

UIDAI-BDCS-First two/three letters of company name-FPS or IRIS(type of device) –Sl. No. (file no.)
e.g   UIDAI-BDCS-ABC-FPS-18
       UIDAI-BDCS-ABC-IRIS-18

5.0   **Document Approval**

5.1   Requests for new documents / modifications to the existing documents can be raised by anyone involved in the certification activity.

5.2   The following identifies the reviewing and approving authorities for various levels of documents

Sr.No.	Type of document	Review by	Approved by
1.	Rules and Procedure	CEO, Certification	Chairman, Management committee
2.	Other Scheme specific Procedures	Management Representative	Chief Executive Officer
3.	Test Procedures	Head BDTL	Chief Executive Officer through TAC
4.	Forms/Formats	Management Representative	Chief Executive Officer

5.2.1   In case of Amendment/modification in existing document, the Revision No. of the individual pages of the document is updated to higher order. In case document needs major changes, then a new document incorporating all the previous amendments and the intended changes is issued. The new document is assigned a next higher issue no. in ascending order while the revision no. is initialized on all the pages. reviewing and approving authorities will be same as per table at 5.2.

5.3   After review and approval by competent authorities, the document no. shall be entered in the master list of documents. The list shall be used to establish the currency of the documents. The master list contains the following information:

   a) Document Number
   b) Title of Document
   c) Issue status
   d) Date of issue

5.4   Appropriate records of all amendments shall be maintained by MR at HQ.

6.0   **Issue and Distribution Control**

6.1   **Issue**

6.1.1 All documents are issued by Mangement representative after approval of competent authority as per table in 5.2..

6.2 **Distribution**

All approved documents are accessible on STQC website. Master documents are maintained by Management representative.

7.0 Maintenance of National/International/Overseas Agency Standards

7.1 National / International Standards (Ex.: IEC19794 series(applicable) Standards) shall be maintained in the document control center. He is responsible for maintaining the currency of the standards and issue of appropriate version of standards for users on request. It is also the responsibility of individual users to verify the appropriateness of the versions of standards at the time of use. Updating of standards is ensured through subscription to Information Handling System (CD-ROM/Microfilm), website of IEC, ISO etc. or any other means.

7.2 Overseas agency standards (Ex.: Documents belonging to MoU Partners) shall be controlled and distributed to concerned users in the same way as that of controlled documents. MR is the custodian of all overseas agency (MoU Partner) standards and Document Control Executive is responsible for maintaining the currency of these standards on the advice of respective overseas agencies and issue to all concerned users.

8.0 **Updation of system documents for revision/updation**

The system documentation are updated well in time for continued compliance to the requirements of revised/updated standards. To ensure timely updation of documentation following is done:

- CEO Certification communicates to MR regarding any updates in the standard based upon the meetings with National Body in this regard

- Whenever there is a need to amend documents based on updation of standard/guidelines ,UIDAI requirements etc, CEO Certification shall review all the scheme documents (including those not proposed to be amended by MR) to ascertain inadvertent missed out requirements (if any) by MR.

- CEO shall nominate an officer once a year to review all system documentation for their updated status as per relevant current standards

9.0   Obsolete Documents

Document control shall identify obsolete / superseded documents held in documentation center and store them in a separate place. These documents shall be reviewed for weeding out or retention on an annual basis and appropriate action shall be taken in consultation with MR and Chief Executive.