

Process Name:	DOCUMENTATION AND RECORDS MANAGEMENT
Process owner:	DOCUMENTATION ADMINISTRATOR

1. Inputs to the process:	Their suppliers	Previous processes
Requirement for drawing up the document	→ All employees	→ All processes
Document amendment proposal	→ All employees	→ All processes
Legal and technical standards	→ External suppliers	→ -
Received registry	→ External suppliers	→ -
Technical equipment: PC, Word, Excel		

3. Abbreviations and terms used:

Skratky

- PC - Process Card
- QSD – Quality System Documentation
- SD – Documentation Administrator
- ON – Organisational Norm
- GMBS – Global management business school

Concepts:

Documentation – a set of all internal documents (e.g. directives, instructions, instructions, records) and external documents (e.g. laws, decrees, regulations) in paper or electronic form.

4. Process Implementation Procedure:

Internal documentation

4.1.1. Impetus for issue

An initiative for the issuance of a new or a change to a valid ON may be submitted by any head of an organizational unit as well as by any employee through his/her superior (proposer) if:
 a generally binding legal regulation is amended,
 this follows from the conclusions of an internal or external audit or other review, control,
 a new activity has arisen or has been changed,
 in other justified cases.

4.1.2. Designation of the processor

Depending on the type of ON, the Rector or the head of the department will determine its processor, to whose professional competence the solved activities belong, the name of the ON and the date of processing of its proposal.

4.1.3. Drafting

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When drafting the ON, the processor cooperates with the relevant professional departments so that all links and contexts that affect the issue are taken into account in the ON. The process (activity), responsibilities for the performed activity, inputs and outputs must be clearly and concisely described in the ON.

4.1.4. Comment procedure

The aim of the comment procedure is to find all the substantive and formal shortcomings of the draft of the ON. The processor submits the proposal to the ON in electronic form (by e-mail). The SC sends the participants in the comment procedure a draft of the Supervisory Board with the deadline for comments. Commenting on the document in the MS Word, is done through the **Change Tracking** tool, always writing comments in the ON draft. In the case of a document or document attachment in MS Excel, **by inserting comments** to cells.

The participant in the comment procedure shall send its comments to the processor within the specified deadline. The draftsman discusses the merits of the comments with the participant in the comment procedure and incorporates them into the final wording, or defends his original proposal.

4.1.5. Screening and approval

The final text of the draft ON is sent by the processor by e-mail to the administrator of the documentation, who assigns a number to the ON, issues a title letter and sends its full text back to the processor. The processor shall submit the ON for approval and signature by the reviewers and approvers in two original copies.

4.1.6. Evidence

The SD is responsible for the central register of valid ONs

The central register includes:

- a list of valid ONs according to their type published on the GMBS Web Address
- records of the cancellation of the ON,
- records of notification with the document,

4.1.7. Distribution

Once the organizational standards are approved, the documents enter into force and become binding on the workers concerned. The SD registers the date of approval in the relevant list. The SD will also register any forms in the list of forms and assign them a number.

The distribution of the organisational standard is ensured by the SD in electronic form and the change is notified to the affected employees by e-mail. Every worker is required to follow the QSD.

4.1.8. Informing employees

The head of the organisational unit to whom the notification of the issuance of the ON was delivered is responsible for informing subordinate employees about the ON relating to their work activities. The employee confirms by his signature that he has become acquainted with the ON the Record of Acquaintance (F 2-14/1-0).

4.1.9. Changes to the ON

Changes to the ON (except for orders) are made by the processor by issuing a new ON of the same type, with the same number as the original ON. Only the serial number of the issue is changing.

4.1.10. Cancellation of the ON without the issuance of a new ON

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In the event that it is necessary to cancel the ON without issuing a new one because the activities described therein have ceased to exist or are described in another ON, the processor will use the "Record of Cancellation of the ON" form, which will be approved by the authority that approved the issuance of the ON. The record will be sent to the SD in paper form. The SD will notify the heads of organizational units of the cancellation of the dissolution by e-mail.

4.1.11. ON Archiving

Archiving and shredding is governed by a separate ON. The ON, which has expired, will be removed by the SD.

4.2.6.1 **Management of legislative standards**

All employees are obliged to cooperate in identifying and ensuring the requirements of legislation in the system and to inform the management to the extent of the responsibilities entrusted to them.

4.2.6.2 The direct responsibility for monitoring changes to legislation within the scope of the process entrusted to it rests with the process owner. The process owner monitors the legislative process in the area entrusted to him, ascertains the relevance of the change for the GMBS system, defines the associated tasks and deadlines in cooperation with the GMBS Management Collegium.

4.2.6.3 The Process Owner is responsible for implementing changes to the process in accordance with applicable legislation to ensure the continued compliance of the GMBS with applicable legislation.

5. Validity of the document:			
	Drafted	Assess	Endorsed
Name and surname			
Function			
Date			
Signature			