

TML/MSH Department of Microbiology Quality Manual	<b>Policy QDRMI01002.01</b>	Page 1 of 2
Section: <b>Documents and Records</b>	Subject Title: <b>Laboratory Manual Creation and Revision Procedure</b>	
Prepared by: QA Committee	Original Date: March 1, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

**Purpose:**

To provide instructions for revising and archiving laboratory manual documents for the department.

**Responsibility:**

Document Control Administrative Assistant and Quality Assurance Technologist

**Procedure:**

All Microbiology laboratory manual files are located in the network directory "Microbio\$ on 'Mshfile1' (T:)\Microbiology\New Manual":

Active files are located in "T:\Microbiology\New Manual\Live Manual"

Draft files are located in "T:\Microbiology\New Manual\Draft Manual"

Archived files are located in "T:\Microbiology\New Manual\Archive Manual"

To update an existing file:

1. Make a copy of the existing file into the Draft Manual folder.
2. Work on the copy in the Draft Manual folder.
3. When the revision is completed and ready for implementation, move the active file to the Archive Manual folder and rename the file in the Archive folder as the same name + date of the revision.
4. Move the draft copy to the Live Manual folder.
5. Print the hard copies to be inserted into Lab Manual Binders.

To create a new document:

1. Create a new file and save it in the Draft Manual folder using the following templates:
  - [Quality Manual Policy Template QDRMI01002a](#)
  - [Quality Manual Process Template QDRMI01002b](#)
  - [Quality Manual Procedure Template QDRMI01002c](#)
  - [Standard Operation Procedure Template QDRMI01002d](#)
2. When it is ready for implementation, move the draft copy to the Live Manual folder.
3. Print the hard copies to be inserted into Lab Manual Binders.

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Annual revision of documents:

1. Identify section of document to be reviewed. (All documents are due for review prior to the anniversary date of the last review.)
2. Identify technologists (minimum 2) and microbiologist(s) to review document based on interest and ability.
3. Notify technologists and microbiologist(s) for review and provide a hard copy if needed.
4. Coordinate meeting with the technologists and microbiologist(s) to discuss proposed changes.
5. Identify changes.
6. Follow steps for "To update an existing file:" listed above.

**Related Documents:**

Documents and Records - Table of Contents	QDRMITOC
Document Creation, Revision and Approval Process	QDRMI01000

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T:\Microbiology\New Manual\Live Manual\Quality Manual\Documents and Records\Lab Manual Creation and Revision Procedure QDRMI01002.doc