	JSC «Kazakh University of Technology and Business named after K. Kulazhanov»
	QUALITY MANAGEMENT SYSTEM
	Documented procedure

APPROVED
Rector of
JSC «KazUTB named after K. Kulazhanov»
_____L.K. Baibolova
«11» мая 2026

DOCUMENTED INFORMATION
KazUTB-DSD-DP-7.5-2026-01

Astana, 2026

Version: 3.0	**CI:** DQMS	**Regisration №**_____	**on EDM**

FOREWORD

This documented procedure has been developed by the Department of Strategic Development of JSC «KazUTB named after K. Kulazhanov».

This documented procedure is approved by the Rector of JSC «KazUTB named after K. Kulazhanov» by affixing a personal signature on the title page of the document.

This documented procedure is mandatory for all structural units of JSC «KazUTB named after K. Kulazhanov» in relation to activities associated with the functioning of the Quality Management System.

Periodic review of this documented procedure is carried out by the Head of the QMS Office at intervals not exceeding three years.

Amendments to this documented procedure are developed based on the results of its application or in case of changes to the requirements specified in Section 4 of this procedure.

Responsibility for organizing and coordinating activities related to the implementation of specific stages of the documented information management process is assigned to the Head of the QMS Office.

The documented procedure «Documented Information» KazUTB-MQAA-DP-7.5-2025-07, approved on 18 June 2025, shall be considered invalid.

CONTENT

1. ABBREVIATIONS USED

Reduction	Full name
JSC «KazUTB named after K. Kulazhanov»	Joint Stock Company «Kazakh university of technology and business named after K. Kulazhanov»
KazUTB-DSD-DP-6.1-2026-03	Documented procedure «Risk management»
JD	Job description
DP	Documented procedure
LHRD	Legal and Human Resources Department
DSD	Department of Strategic Development
PIC	Process information maps
ECD	Effective copy of the document
MC	Master copy (original document)
MI	Methodological Instruction
IS	International standard
This DP	Documented procedure «Documented information» KazUTB-DSD-DP-7.5-2026-01
DQMS	Department of Quality Management System
SUR	Structural Department Regulations
RP	Regulations/rules of the procedure
R	Regulation
QMS	Quality management system
EDMS	Electronic document management system
F	Form

2. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION2.1 This documented procedure (DP) has been developed to implement the requirements of clause 7.5 of the International Standard ISO 9001:2015 «Quality Management Systems - Requirements» and establishes uniform rules for documented information management within the Quality Management System of JSC «KazUTB named after K. Kulazhanov».

2.2 The requirements of this DP are mandatory for all structural units and employees of JSC «KazUTB named after K. Kulazhanov» involved in the QMS processes.

2.3 Documented information management at JSC «KazUTB named after K. Kulazhanov»is aimed at ensuring its identification, accessibility, relevance, integrity, and protection, as well as creating conditions for the effective use of documented information in educational, scientific, management, and other activities of the University.

2.4 All structural units of JSC «KazUTB named after K. Kulazhanov» shall maintain an up-to-date set of documented information that defines the nature of their activities within the QMS and ensures the traceability of process results.

2.5 QMS documented information may be maintained in both electronic and hard copy formats. The electronic form of documented information is equivalent to the hard copy. Electronic documents shall be authenticated by the digital signatures of authorized persons in accordance with established procedures.

2.6 QMS documented information is created, managed, updated, and withdrawn from circulation in accordance with the requirements of this DP, taking into account the principles of risk-based thinking and the requirements of interested parties.

2.7 QMS documented information management is aimed to:

2.7.1 ensuring the availability of current document versions at their points of use;

2.7.2 preventing the use of obsolete documents;

2.7.3 maintaining the integrity, identifiability, and protection of information;

2.7.4 providing an evidence base for the implementation of planned actions and decisions taken.

2.8 The life cycle of QMS documented information includes the stages of development, circulation, updating, and withdrawal from circulation, and is implemented in accordance with the requirements of this DP.

2.9 QMS documented information is used at JSC «KazUTB named after K. Kulazhanov» to ensure process control, confirm compliance with established requirements, and maintain the reproducibility of activities within the QMS.

2.10 The life cycle of QMS documented information:

2.10.1 QMS documented information is managed throughout its entire life cycle, which includes the following stages:

- development;
- circulation;
- updating;
- withdrawal from circulation.

2.10.2 Documented information life cycle management is aimed at ensuring the use of only current document versions and preventing the unintended use of obsolete information.

2.11 Management of QMS documented information includes the following activities:

2.11.1 development and formatting of documents in accordance with the established needs of QMS processes and the requirements of this DP;

2.11.2 review of documents for adequacy and compliance with established requirements prior to release;

2.11.3 approval of documents with interested structural units and officials;

2.11.4 approval of documents by authorized persons;

2.11.5 registration of documents and their enactment in accordance with the established procedure;

2.11.6 ensuring the availability of current document versions at their points of use;

2.11.7 ensuring document preservation, legibility, and unambiguous identification;

2.11.8 ensuring the identification of changes and the revision status of documents;

2.11.9 review and updating of documents as necessary, including instances of changes in requirements or processes;

2.11.10 identification of documented information of external origin necessary for the operation of the QMS, and control over its use;

2.11.11 withdrawal of documented information from circulation;

2.11.12 preventing the unintended use of obsolete documented information, including the application of appropriate identification to such documents if they are retained for specific purposes.

3. TYPES OF DOCUMENTED INFORMATION

3.1 The documented information of the Quality Management System of JSC «KazUTB named after K. Kulazhanov» includes documented information of internal and external origin. The procedure for managing these types of documented information is established by this DP and other QMS documents to the extent that they do not conflict with this DP.

3.2 ***QMS documented information of external origin refers to*** documented information received from external sources that is necessary for the planning, operation and performance evaluation of the QMS. Such documented information includes, but is not limited to:

3.2.1 legislative and other normative legal acts of the Republic of Kazakhstan regulating the activities of higher and (or) postgraduate education organizations;

3.2.2 international standards, guidelines and directives applicable to the activities of JSC «KazUTB named after K. Kulazhanov»;

3.2.3 state standards;

3.2.4 industry and professional standards;

3.2.5 organizational and administrative documents of authorized bodies and superior organizations;

3.2.6 other documented information of external origin subject to registration and application in the activities of JSC JSC «KazUTB named after K. Kulazhanov».

3.2.7 Documented information of external origin is subject to identification, registration, and relevance control to the extent necessary for the functioning of the QMS.

3.3 ***QMS documented information of internal origin*** is documented information developed and used at JSC «KazUTB named after K. Kulazhanov» to manage processes and activities within the QMS. Such documented information includes, but is not limited to:

3.3.1 mission, vision and quality policy of JSC «KazUTB named after K. Kulazhanov»;

3.3.2 policies and regulations of JSC «KazUTB named after K. Kulazhanov» (including those of anti-corruption nature);

3.3.3 QMS documented procedures;

3.3.4 regulations governing processes and activities;

3.3.5 passports and specifications of QMS processes;

3.3.6 methodologies, instructions, and job descriptions of employees;

3.3.7 other documents establishing requirements for the execution of processes and functions.

3.4 The development of QMS documented information of *internal origin* is initiated in accordance with the established procedure depending on the needs of the QMS processes, changes in requirements, or decisions of the management of JSC «KazUTB named after K. Kulazhanov».

3.5 QMS documented information, including documented procedures, methodologies, regulations, process passports and specifications, instructions, and other documents, is created, enacted, updated, and withdrawn from circulation in accordance with the requirements of this.

4.IDENTIFICATION AND TRACEABILITY OF QMS DOCUMENTED INFORMATION

4.1 In order to ensure identification, traceability, and prevent the unintended use of obsolete versions of documented information, each QMS document of JSC «KazUTB named after K. Kulazhanov» shall be uniquely identified. A QMS document must contain the following identification data:

4.1.1 **the identification number of the document**, indicated on the title page as well as in the header of the document pages;

4.1.2 **the enactment date** of the current document version, indicated on the title page of the document.

4.2 To ensure the traceability of changes, control the relevance of documented information, and guarantee the availability of current document versions at their points of use, QMS documents are formatted using mandatory service sections. These sections include:

4.2.1 «Title Page» (F. DSD-7.5-2026-01-01);

4.2.2 «Approval Sheet» (F. DSD-7.5-2026-01-02);

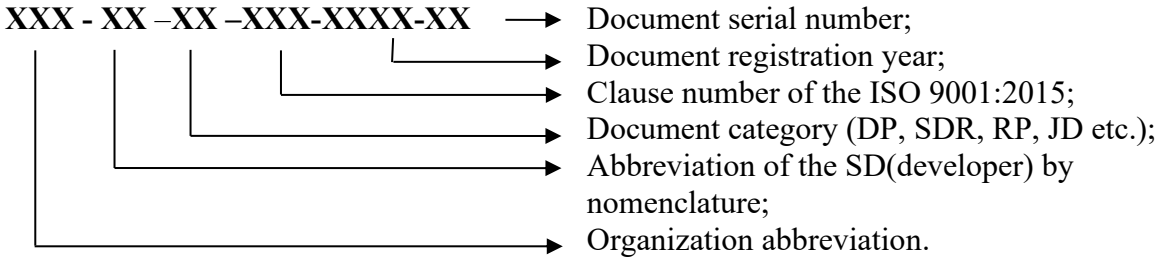
4.2.3 «Acquaintance Sheet» (F. DSD-7.5-2026-01-03);

4.2.4 «Change Registration Log» (F. DSD-7.5-2026-01-04);

4.2.5 «Periodic Review Log» (F. DSD-7.5-2026-01-05).

4.3 It is permissible to exclude certain service sections in cases where the nature of the documented information does not require their application, provided that the possibility of document identification and traceability is maintained.

4.4 **Identification of documented information**. The identification number of QMS documented information is formed according to the following structure:



4.4.1 The formation of the identification number ensures unique identification of the document within the QMS of JSC «KazUTB named after K. Kulazhanov».

4.5 Identification numbers are not assigned to the following types of documented information:

4.5.1 JSC «KazUTB named after K. Kulazhanov» mission;

4.5.2 quality policy;

4.5.3 work plans;

4.5.4 orders;

4.5.5 directives;

4.5.6 service notes;

4.5.7 minutes of meetings.

4.6 The specified documented information is identified and recorded in accordance with the records management procedure established at JSC «KazUTB named after K. Kulazhanov».

5. DEVELOPMENT OF DOCUMENTED INFORMATION'S DRAFT, FORMATTING REQUIREMENTS.

5.1 Formatting of QMS documented information is carried out to ensure its unambiguous identification, legibility, reproducibility, and the possibility of review for adequacy and approval prior to enactment.

Margins should be left on all four sides of the sheet. The size of the left margin is 25 mm, the size of the right margin is 15 mm, the size of the upper and lower margins is 20 mm. The paragraph indentation within the text should be the same – 1.25 cm.

Formatting of QMS documented information includes the following elements:

5.1.1 completing the document headers and footers;

5.1.2 developing the document text;

5.1.3 graphical representation of procedures and processes (if necessary)

5.2 **The first sheet** of documented information is the title page. The header of the title page contains the following information:

5.2.1 JSC «KazUTB named after K. Kulazhanov» logo;

5.2.2 name of the organization;

5.2.3 document type and name of the process and (or) structural unit;

5.2.4 name of the procedure, function, or type of activity;

5.2.5 reference to the applicable clause of the ISO international standard;

5.2.6 document identification number;

5.2.7 document enactment date.

5.3 **The formatting sample for the title page** in QMS documented information is provided in form F. DSD-7.5-2026-01-01.

5.3.1 **In the footer** of the QMS documented information on the title page, if necessary, the following are indicated:

- the document version number;
- the control copy number of the document (if control of copies is maintained);
- the document registration number in the electronic document management system used at

JSC «KazUTB named after K. Kulazhanov» (including the «EDOC»);

- in the footer of subsequent document pages, the page numbers are indicated.

5.4 **The header** of subsequent document pages is formatted as the document title and its identification number. Example of the header formatting for subsequent pages:

«Documented Information Management» - KazUTB-DSD-DP-7.5-2026-01»

5.5 The text of QMS documented information shall be stated in a clear and unambiguous form, ensuring a uniform understanding of the requirements and the procedure for performing actions. When developing the document text, it is recommended to:

5.5.1 use terminology established in the QMS;

5.5.2 avoid ambiguous and evaluative phrasing;

5.5.3 formulate requirements in a verifiable form;

5.5.4 ensure compliance with the actual practices of JSC «KazUTB named after K. Kulazhanov».

5.6 If necessary, the use of diagrams, tables, flowcharts, and other graphic elements is permitted in QMS documented information for the visual representation of processes and procedures. Graphic elements are subject to identification and constitute an integral part of the document.

5.7 The draft QMS documented information is subject to a review for adequacy prior to approval. The review includes an assessment of:

5.7.1 compliance of the document with QMS requirements and applicable regulatory documents;

5.7.2 consistency of the document provisions with current processes;

5.7.3 feasibility of the practical application of the document.

5.8 Formatting of QMS documented information is carried out in a unified format established at JSC JSC «KazUTB named after K. Kulazhanov». ***The content of QMS documented information includes:***

- «Used Abbreviations»
- «General Provisions and Procedure Description»
- «Responsibility and Authorities»
- «Process-Related Risks and Actions for Risk Prevention»
- «Confidentiality»
- «Application»

5.9 Deviations from specific formatting requirements are permitted in cases determined by the nature of the documented information, provided that the possibility of its identification, legibility, relevance, and traceability is maintained.

6. DESCRIPTION OF QMS PROCESSES

6.1 Documented information describing the activity processes carried out at JSC «KazUTB named after K. Kulazhanov» is developed by the head of the structural unit whose activity is predominant in the respective process, or by a person authorized by them.

6.2 In order to identify and manage QMS processes, the following information is determined for each process:

6.2.1 process owner (person responsible for process management);

6.2.2 functional purpose of the process;

6.2.3 process outputs and customers of the process results;

6.2.4 process inputs and suppliers;

6.2.5 resources required for process operation (including human resources, infrastructure, and operating environment);

6.2.6 content and sequence of the process execution;

6.2.7 process management procedures and methods;

6.2.8 indicators for assessing process effectiveness and (if necessary) efficiency;

6.2.9 process-related risks and actions for their mitigation;

6.2.10 distribution of responsibilities and authorities;

6.2.11 documented information and QMS records generated during the process execution.

6.3 For each QMS process, a ***«Process Information Card»*** is completed using form F. DSD-7.5-2026-01-06, which serves as the primary document describing the process parameters.

6.4 Process Information Cards are used for*:*

- ensuring a uniform description of QMS processes;
- defining interrelationships between processes;
- establishing process monitoring indicators;
- identifying and assessing risks;
- analyzing and improving processes.

6.5 Process information cards are subject to updating as necessary, including instances of changes in requirements, the structure of JSC «KazUTB named after K. Kulazhanov», process operating conditions, or based on the results of management review.

7. MANAGEMENT OF INTERNAL DOCUMENTED INFORMATION

7.1 Development, coordination and approval, registration, and distribution of documented information to users.

7.1.1 QMS documented information is developed in accordance with the requirements of the applicable versions of the ISO 9001:2015 international standard, external regulatory documentation, and internal documents of JSC «KazUTB named after K. Kulazhanov». The review of documented information for adequacy prior to approval, as well as its updating and re-approval, are carried out as necessary, including instances of changes in the legislation of the Republic of Kazakhstan, internal regulatory documents of JSC «KazUTB named after K. Kulazhanov», requirements of interested parties, and process operating conditions.

7.1.2 The development of internal QMS documented information is initiated in accordance with the established procedure based on:

- decisions of the management of JSC «KazUTB named after K. Kulazhanov»;
- minutes of meetings;
- the need to update QMS processes.

7.1.3 The draft documented information is developed by the responsible developer and sent for approval to the interested structural units and the supervising manager. Based on the results of the approval process, the responsible developer prepares the final version of the document.

7.1.4 Control over the approval deadlines for the draft document is exercised by the responsible developer using the records management tools established at JSC «KazUTB named after K. Kulazhanov». The final version of the document is assigned an identification number. Traceability of QMS documented information is ensured by indicating the identification number and the document title. In references, it is permissible to indicate only the document identification number.

7.1.5 Disagreements arising during the approval of QMS documented information are resolved in accordance with the established procedure by the management of JSC «KazUTB named after K. Kulazhanov».

7.1.6 The final version of the documented information is submitted for approval to an authorized official of JSC «KazUTB named after K. Kulazhanov».

7.1.7 The right to approve QMS documented information is granted to the rector, president, or first vice-rector of JSC «KazUTB named after K. Kulazhanov». Document approval is carried out:

- for the hard copy - by affixing the signature of the authorized person on the title page;
- for the electronic version - by using the electronic document management system applied at JSC «KazUTB named after K. Kulazhanov».

7.1.8 Registration of QMS documented information. Registration of QMS documented information is carried out in accordance with the established procedure at the place of storage of the original document. Records of QMS document control copies are maintained using form **F. DSD-7.5-2026-01-07.** The procedure for storing hard copy and electronic versions of documents is determined by the nomenclature of files and local acts of JSC «KazUTB named after K. Kulazhanov».

Exceptions: *SUR and JD are registered by the developer; hard copies are stored in the HR Department (in accordance with the JSC «KazUTB named after K. Kulazhanov» nomenclature of files), while electronic versions in PDF format are kept by the developer.*

7.1.9 QMS documented information applicable to several structural units shall be communicated to the employees concerned via the communication channels established at JSC «ATU».

7.2 Storage and access to current documented information.

7.2.1 Current versions of QMS documented information are stored in electronic format within the centralized information resources used at JSC «KazUTB named after K. Kulazhanov». Access to documented information is provided to the extent necessary for the performance of job duties.

7.3 Maintenance and updating of QMS documented information.

7.3.1 The relevance of QMS documented information is subject to periodic review. As a rule, scheduled reviews are carried out at least once every three years.

7.3.2 The grounds for updating QMS documented information are:

- introduction of new internal documents;
- results of internal and external audits;
- results of management review;
- proposals for QMS improvement;
- changes in external regulatory requirements;
- changes in the activities of JSC «KazUTB named after K. Kulazhanov».

7.3.3 If significant changes are necessary, the document shall be revised and subsequently reissued. In such cases, the current document is cancelled, and the new document specifies the document it replaces.

7.4 Cancellation of documented information

7.4.1 Cancellation of QMS documented information shall be carried out in accordance with the established procedure.

7.4.2 Cancelled documented information is subject to identification. Hard copies are transferred to archival storage or destroyed in accordance with the established procedure. Electronic versions are updated in the centralized lists of current documentation.

7.5 Use and monitoring of compliance with documented information requirements

7.5.1 Heads of structural units and process owners shall ensure the use of current QMS documented information within their areas of responsibility. QMS documents must be up-to-date, contain all required details, and be stored in labeled folders;

7.5.2 Employees shall be **familiarized with QMS** documented information within 3 days from the date of approval. Such familiarization is ensured via information channels as well as through the original (hard copy) of the developed document held by the process owner.

7.5.3 **Control** over compliance with QMS documented information requirements shall be exercised:

- on an ongoing basis by the heads of structural units;

- periodically during internal audits of the QMS.

8. MANAGEMENT OF EXTERNAL DOCUMENTED INFORMATION

8.1 The types of external QMS documented information used in the activities of JSC «KazUTB named after K. Kulazhanov» are defined in Section 8 of this DP.

8.2 Receipt, recording and communication of external documented information.

8.2.1 The receipt, registration and communication of external documented information, including electronic versions of documents, shall be carried out in accordance with the procedure established at JSC «KazUTB named after K. Kulazhanov». Providing the structural units of JSC «KazUTB named after K. Kulazhanov» with current versions of external documented information that requires implementation and execution is carried out using the electronic document management system applied at JSC «KazUTB named after K. Kulazhanov».

8.3 Monitoring and review of external documented information

8.3.1 Monitoring of compliance with the requirements of external documented information

regarding the substance of the matter is entrusted to the heads of structural units or authorized officials within their responsibility.

8.3.2 Control of the execution deadlines for external documented information, as well as compliance with the deadlines for reviewing appeals from individuals and legal entities, shall be carried out in the established procedure by authorized structural units of JSC «KazUTB named after K. Kulazhanov».

8.3.3 Verification of compliance with the requirements of external documented information is carried out within the framework of QMS internal audits in accordance with the approved audit program.

8.3.4 The results of reviews and analysis of the status of compliance with external documented information requirements are considered by the management of JSC «KazUTB named after K. Kulazhanov» in the established procedure. The decisions made are recorded in meeting minutes and taken into account when updating QMS processes and documented information.

9. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

9.1 Risks related to:	9.2 Risks mitigation actions:
- inappropriate identification of documented information; - improper control of documented information (use of obsolete versions, lack of change control); - insufficient effectiveness of communications and channels for internal and external exchange of documented information; - insufficient level of personnel competence regarding documentation and documented information control requirements.	- provision of methodological and advisory support to employees of structural units on issues of identification and control of documented information; - ensuring the communication of approved documented information to interested parties, change control, and compliance with confidentiality requirements; - placement of electronic versions of current documented information in the established format and within the centralized information resources used at JSC «KazUTB named after K. Kulazhanov»; - conducting periodic monitoring of the documented information of structural subdivisions to ensure its proper control, maintenance, and conformity with established requirements; - informing and training employees on the requirements of this Documented Procedure and the rules for creating, updating, controlling, and using documented information.

9.3 These risks are subject to consideration during the planning and implementation of QMS processes.

9.4 The implementation of these measures is carried out within the framework of the QMS operation and is subject to assessment during internal audits and management reviews.

10. RESPONSIBILITY AND AUTHORITY

10.1 The Director of the DSD is responsible for organizing the development, implementation, and maintenance of this documented procedure in an up-to-date state.

10.2 The allocation of responsibility and authority of structural units and officials regarding the control of QMS documented information is established as follows:

Unit	Authorities
Rector	- approves QMS documented information within the scope of granted authority; - makes management decisions on issues regarding the functioning and development of the QMS.

The Director of the DSD	- organizes the development, implementation, and updating of QMS documented information; - provides methodological support to structural units on matters of documented information control; - coordinates activities for the preparation and conduct of internal audits regarding documented information.
DQMS	- updating of the DSD QMS documented information; - use of the following forms in activities: **F. DSD-7.5-2026-01-01; F. DSD-7.5-2026-01-02; F. DSD-7.5-2026-01-03; F. DSD-7.5-2026-01-04; F. DSD-7.5-2026-01-05; F. DSD-7.5-2026-01-06; F. DSD-7.5-2026-01-07; F. DSD-7.5-2026-01-08;** - review of the SU QMS documented information for compliance with quality standards; - archiving of QMS documented information
Process owners / responsible performers	- develop and update documented information related to the assigned processes; - ensure compliance with documented information requirements during process execution; - participate in the review and improvement of documented information.
LHRD	- updating of SUR and JD; - review of SUR and JD for compliance with DP requirements; - registration of master copies and withdrawal of obsolete documents; - archiving of SUR and JD; - use of the following forms in activities: **F. DSD-7.5-2026-01-01; F. DSD-7.5-2026-01-02; F. DSD-7.5-2026-01-03; F. DSD-7.5-2026-01-04; F. DSD-7.5-2026-01-05; F. DSD-7.5-2026-01-06; F. DSD-7.5-2026-01-07; F. DSD-7.5-2026-01-08;**
Heads of structural units	- ensure the development and application of QMS documented information within the framework of the assigned processes; - ensure the use of current versions of documented information in the activities of the units; - organize the familiarization of employees with documented information within their responsibility. - use of the following forms in activities: **F. DSD-7.5-2026-01-01; F. DSD-7.5-2026-01-02; F. DSD-7.5-2026-01-03; F. DSD-7.5-2026-01-04; F. DSD-7.5-2026-01-05; F. DSD-7.5-2026-01-06; F. DSD-7.5-2026-01-07; F. DSD-7.5-2026-01-08;**
All employees	- apply the QMS documented information relevant to their functions in their activities; - comply with the established requirements for documented information control; use exclusively updated QMS documented information. - use of the following forms in activities: **F. DSD-7.5-2026-01-01; F. DSD-7.5-2026-01-02; F. DSD-7.5-2026-01-03; F. DSD-7.5-2026-01-04; F. DSD-7.5-2026-01-05; F. DSD-7.5-2026-01-06; F. DSD-7.5-2026-01-07; F. DSD-7.5-2026-01-08;**

10.3 The responsibility and authority established by this DP do not limit the duties and rights of employees as defined by employment contracts, job descriptions, and other local regulatory acts of JSC «KazUTB named after K. Kulazhanov».

11. EVALUATING THE EFFECTIVENESS OF QMS DOCUMENTED INFORMATION CONTROL

11.1 The evaluation of the effectiveness of the QMS documented information control process shall be carried out by the Rector, the Vice-Rector, the Director of the DSD, process owners, and (or) heads of structural units, as well as by internal auditors within their authority.

11.2 The main criteria for the effectiveness of QMS documented information control are:

- availability and accessibility of current versions of QMS documented information at the points of use;
- timeliness of communicating updated documented information to employees;
- quantity and nature of documented information nonconformities with actual processes and actions identified during QMS internal audits;
- quantity of instances of using obsolete versions of documents (if identified).

11.3 The evaluation of the effectiveness of QMS documented information control is carried out based on:

- results of QMS internal audits;
- analysis of records on the updating and revision of documented information;
- results of management review;
- appeals and proposals from employees regarding documented information issues.

11.4 The results of evaluating the effectiveness of QMS documented information control are used for:

- making decisions on corrective and preventive actions;
- updating QMS documented information and processes;
- improving the procedure for documented information control.

11.5 Information on the results of evaluating the effectiveness of QMS documented information control shall be documented and taken into account during the management review of the QMS.

12. CONFIDENTIALITY

12.1 This DP is an internal regulatory document of JSC «KazUTB named after K. Kulazhanov» and shall not be presented to third parties, except for experts from certification bodies during certification audits, and consumer-partners with the permission of the Rector of JSC «KazUTB named after K. Kulazhanov».

APPLICATIONS

THE FORM OF THE TITLE PAGE

F. DSD-7.5-2026-01-01 (MANDATORY)

	JSC «Kazakh University of Technology and Business named after K. Kulazhanov»
	QUALITY MANAGEMENT SYSTEM
	Documented procedure

3cm **15cm** **2 cm** **8 cm**

APPROVED
Rector of
JSC «KazUTB named after K. Kulazhanov»
_____Full name
«_____»_____2026

PROCEDURE NAME
Identification number
кегль 16

AGREED
Vice-Rector for AA
JSC «KazUTB named after K. Kulazhanov»
_____Full name
«___»_____2026

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Astana, 2026

Version: 1.0	CI: _____	Regisration №_____ on EDM

FORM OF THE APPROVAL SHEET

F. DSD-7.5-2026-01-02(mandatory)

APPROVAL SHEET

Position	Name	Date	Signature

FORM OF THE INTRODUCTION SHEET

F. DSD-7.5-2026-01-03 (mandatory)

INTRODUCTION SHEET

Position	Name	Date	Signature

FORM OF THE CHANGE REGISTRATION SHEET

F. DSD-7.5-2026-01-04 (mandatory)

CHANGE REGISTRATION SHEET

Change number	Change notification number	Number of papers (pages)				Total papers (after change)	Date of entry	Full name of change maker	Signature of change maker
		Changed	Replaced	New	Cancelled				

FORM OF THE PERIODIC CHECKING SHEET

F. DSD-7.5-2026-01-03 (mandatory)

PERIODIC CHECKING SHEET

Inspection Date	Full Name of the checker	Verification of checker's signature	Comments

FORM OF THE PROCESS INFORMATION CARD

F. DSD-7.5-2026-01-06 (mandatory)

APPROVED
Rector of
JSC «KazUTB named after K. Kulazhanov»
_____Full name
«_____»_____2026

«PROCESS INFORMATION CARD»

name of the process / subprocess/

<table>
<tr><td>Cipher</td><td colspan="2">Process name QMS</td><td colspan="2">Process Manager</td></tr>
<tr><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>Goal:</td><td colspan="4"></td></tr>
<tr><td colspan="3">Process Inputs:</td><td colspan="2">Process Outputs:</td></tr>
<tr><td colspan="3">•
•</td><td colspan="2">•
•</td></tr>
<tr><td colspan="3">Supplier Processes:</td><td colspan="2">Consumer processes:</td></tr>
<tr><td colspan="3">•
•</td><td colspan="2">•
•</td></tr>
<tr><td colspan="2">Human resources:</td><td>Infrastructure:</td><td colspan="2">Environment for the operation of the process:</td></tr>
<tr><td colspan="2">•
•</td><td>•
•</td><td colspan="2">•
•</td></tr>
<tr><td>Process content:</td><td colspan="4">•
•</td></tr>
<tr><td>Process management procedures</td><td colspan="4">•
•
•</td></tr>
<tr><td>Process evaluation indicators:</td><td colspan="4">• %</td></tr>
<tr><td colspan="3">Risks associated with:</td><td colspan="2">Risk prevention actions:</td></tr>
<tr><td colspan="3">•
•</td><td colspan="2">•
•</td></tr>
<tr><td>Documented QMS information:</td><td colspan="4">•
•</td></tr>
</table>

AGREED:
_____Full name
Signature
«_____»_____20___
_____ Full name
Signature
«_____»_____20___

FORM OF THE LOG OF REGISTRATION OF CONTROL COPIES OF QMS DOCUMENTS

F. DSD-7.5-2026-01-07 (mandatory)

	JSC «K.Kulazhanov Kazakh university of technology and business»	
	QUALITY MANAGEMENT SYSTEM	
	QMS document	
	Log of registration of control copies of QMS documents	**ISO 9000:2015, ISO 9001:2015**
	F. DSD-7.5-2026-01-07 (REQUIRED)	**Date of introduction: «____»_____ 20___**

«Log of registration of control copies of QMS documents»

_____

_____

(NAME OF THE STRUCTURAL UNIT)

BEGINNING «_____»_____20_____Y

ENDING «_____»_____20_____Y

RESPONSIBLE_____

ASTANA, 20……

F. DSD-7.5-2026-01-07 (MANDATORY)

Log of registration of control copies of QMS documents

No.	Document		Developer Division (Abbreviation)	Date of document introduction	Signature and surname of the person who registered the document Date of introduction of the document
	Identification code	Name			
1.					
2.					
…..					

TURNOUT FORM

F. DSD-7.5-2026-01-08 (mandatory)

TURNOUT LIST

_____

(event name)

_____ (date)

No.	Full name	Position	Signature

F. DSD - 7.5 – 2026 – 01 - 02 (mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for AA	Askarbekov E.B.	08.05.2026	
Vice-Rector for R&I	Aibuldinov Y.K.	08.05.2026	
Vice-Rector for SA&SD	Berdigaliuly S.	08.05.2026	
Director of the DSD	Orazalina D. K.	08.05.2026	
Head of the QSMO	Ernst A.	08.05.2026	

F. DSD - 7.5 – 2026 – 01 - 03 (mandatory)

FAMILIARIZATION SHEET

Position	Full name	Date	Signature

F. DSD - 7.5 – 2026 – 01 - 04 (mandatory)

CHANGE REGISTRATION SHEET

Change Number	Change Notice Number	Number of sheets (pages)				Total sheets (after changes)	Date of entry	Full name of the person making the changes	Signature of the person who made the changes
		modified	replaced	new	cancelled				

F. DSD - 7.5 – 2026 – 01 - 05 (mandatory)

PERIODIC INSPECTION RECORD SHEET

Verification Date	full name of the person, who performed the check	Signature who performed the Verification	Formulation Comments