

REGISTER
of QMS Documents at JAIU**

1. General Provisions

1.1. This Register of QMS Documents of JAIU (hereinafter referred to as **the Register**) establishes a unified procedure for the recording, systematization, updating, and control of quality management system documents at JAIU.

1.2. The Register is an internal organizational and accounting document of the university and is used to maintain a unified list of current quality management system documents.

1.3. The Register is intended for:

1. identifying QMS documents;
2. recording current versions of documents;
3. tracking the status of a document;
4. verifying currency;
5. preventing the use of outdated versions;
6. organizing QMS documented information.

1.4. The register applies to internal normative, regulatory, organizational, methodological, and other documents that are part of the university's quality management system.

1.5. The Register is used for the purposes of internal quality management, preparation for inspections, accreditation, internal and external audits, as well as to ensure a unified approach to documenting the university's activities.

2. Purpose and Objectives of the Register

2.1. The purpose of the Register is to ensure centralized tracking and control of JAIU QMS documents.

2.2. The main objectives of the Registry are:

1. creating a unified database of QMS documents;
2. recording document codes, titles, and status;
3. tracking revisions and changes;
4. ensuring the identification of current and superseded documents;
5. organizing document flow within the QMS;
6. keeping documented information up to date;
7. ensuring that information about documents is accessible to authorized personnel.

3. Basic Concepts

3.1. QMS Documents — internal university documents regulating processes, procedures, rules, requirements, methodologies, regulations, provisions, instructions, codes, registers, forms, and other types of documented information related to the quality management system.

3.2. Register — a systematic list of QMS documents with established identification details.

3.3. Updating the Register — making changes related to the inclusion of new documents, modification of existing ones, replacement, cancellation, or archiving of documents.

3.4. Document status — the status of a document at the time of its entry in the Register, for example: active, replaced, canceled, archived, in development.

3.5. Document edition — the version of the document in effect after the approval of changes or a revision.

4. List of documents to be included in the Registry

4.1. The Registry includes QMS documents that have been assigned a code and adopted in accordance with the university's established procedures.

4.2. The following may be included in the Register:

1. quality policies and objectives;
2. regulations;
3. regulations;
4. procedures;
5. methodologies;
6. instructions;
7. codes;
8. registers;
9. forms, if they are part of the QMS documented information system;
10. other documents related to the operation of the QMS.

4.3. The Register does not include one-time operational documents, memos, correspondence, or draft documents prior to their approval, unless otherwise specified by internal documentation procedures.

5. Structure of the Register

5.1. The Register is maintained in tabular form.

5.2. As a rule, the following information is specified for each document in the Register:

1. serial number;
2. document code;

3. document title;
4. type of document;

1. date of approval;
2. order number or other approval document number;
3. version;
4. document status;
5. responsible department;
6. note.

5.3. If necessary, the structure of the Register may be supplemented with additional columns if this is required to improve document management.

6. Procedure for Maintaining the Register

6.1. The Register is maintained in an up-to-date state by the authorized department or official responsible for maintaining the university's quality management system and/or documented information.

6.2. A document is entered into the Register after its approval in accordance with established procedures.

6.3. When changes are made to a current document, the Registry is updated with information regarding the revision, date of change, document status, and other relevant details as necessary.

6.4. If a document becomes invalid, is replaced by a new document, or is transferred to the archive, this must be reflected in the Registry with an indication of the new status.

6.5. The Register must not contain unidentified documents, documents without a code, or documents with duplicate codes.

7. Updating and Revising the Register

7.1. The Register is updated:

1. upon approval of a new QMS document;
2. when changes are made to an existing document;
3. upon cancellation of a document;
4. when one document is replaced by another;
5. when the structure of the QMS documented information is revised.

7.2. The Register is reviewed for currency as needed, but at least once a year.

7.3. Based on the results of the validity check, the following may be updated:

1. the status of documents;

2. versions;
3. approval details;
4. names;
5. information about responsible departments;
6. notes regarding replacement, cancellation, or archiving.

8. Responsibility

8.1. Responsibility for maintaining the Register lies with the authorized unit or official designated by the internal distribution of duties.

8.2. Heads of structural units are required to submit information in a timely manner:

1. on the development and approval of new documents;
2. regarding the introduction of changes;
3. on the repeal or replacement of documents;
4. regarding the need to update information in the Registry.

8.3. The use of outdated documents, failure to submit information for updating the Registry, or maintaining the Registry with inaccurate information shall be considered a violation of the QMS's internal requirements for the management of documented information.

9. Use of the Registry

9.1. The Register is used:

1. to identify current QMS documents;
2. for internal control of documented information;
3. to prepare for accreditation, audits, and inspections;
4. to organize work on document revisions;
5. to confirm the relevance of the local regulatory framework;
6. for management analysis of the status of QMS documentation.

9.2. If necessary, the following may be generated based on the Register:

1. extracts for specific groups of documents;
2. lists of documents by category;
3. summary tables of currency;
4. reports on the status of QMS documentation.

10. Final Provisions

10.1. This Register shall enter into force upon approval in accordance with established procedures.

10.2. Amendments and additions to this Register shall be made in accordance with the procedures established by the university.

10.3. Matters not addressed in this document shall be resolved in accordance with the university's internal regulatory documents on the management of documented information and the quality management system.

10.4. The appendices are an integral part of this document.

Appendix 1

Form of the QMS Document Register of JAIU

N o.	Docum ent Code	Docum ent Title	Docum ent Type	Date of Appro val	Basis for Appro val (order , minut es, etc.)	Revisi on	Docum ent status	Responsi ble departm ent	Not e
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Appendix 2

Recommended QMS Document Statuses

1. **Active** — the document has been approved and is in use.
2. **Revised** — the document has been revised and is in effect in its updated form.
3. **Replaced** — the document is no longer relevant due to the introduction of a new document.
4. **Cancelled** — the document has been withdrawn from use.
5. **Archived** — the document has been removed from active use and transferred to the archive.
6. **In development** — the draft document is in the preparation stage and is generally not included in the main Register of Active Documents, unless otherwise specified by internal regulations.

Appendix 3

Minimum Rules for Completing the Register

1. Each document is assigned a unique code.
2. The document title in the Register must fully correspond to the approved title.
3. When a document is amended, the information regarding the version and status must be updated.

4. If a document is revoked or replaced, the old entry is not deleted but is assigned the appropriate status.
5. All information in the Registry must be entered in a timely manner and without duplication.
6. If a new version is available, it is recommended to note the connection to the previous version in the "Note" field.

DOCUMENT APPROVAL SHEET

for the document

SMK-70-05

Register of QMS Documents of JAIU

No.	Position	Full Name	Signature	Date
1	Prepared by: Head of the Training and Information Department	D.E. Kanetova		
2	Approved by: Vice Rector for Academic Affairs	_____		
3	Approved by: Vice Rector for Quality and Clinical Affairs	_____		
4	Approved by: Head of the Legal and Human Resources Department	_____		
5	Approved by: Head of the Quality Department	_____		
6	Approved by: QMS* Documentation Specialist	_____		
7	Approved by: Rector of JAIU	M.R. Narbayev		

***To be specified if necessary.**

CHANGE REGISTRATION SHEET

to document

SMK-70-05

Register of QMS Documents, JAIU

Change No.	Order/Directive Number and Date	Numbers of amended clauses, sections, and appendices	Content of the change	Entered by (Full Name, Position)	Signature	Date of entry
1						
2						
3						
4						
5						

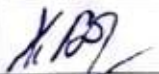
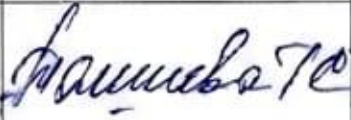







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

