

REGULATIONS
for maintaining the quality management system (QMS) document registry
of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations for Maintaining the Quality Management System Document Registry of Jalal-Abad International University (hereinafter referred to as the “Regulations”) establish a unified procedure for the creation, maintenance, updating, storage, use, and control of the Quality Management System Document Registry of Jalal-Abad International University (hereinafter referred to as the “University,” “JAIU”).

1.2. These Regulations apply to all structural units of JAIU involved in the development, coordination, approval, application, revision, revocation, and storage of quality management system documents.

1.3. These Regulations are binding on the Quality/QMS Department, the Academic and Information Department, heads of structural units, document developers, and other officials whose activities are related to QMS documents.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic “On Education”; ([CBD Minjust](#))
2. The Law of the Kyrgyz Republic “On Normative Legal Acts of the Kyrgyz Republic”; ([CBD Minjust](#))
3. Regulations on Higher and Postgraduate Professional Education Institutions of the Kyrgyz Republic, approved by Resolution No. 329 of the Cabinet of Ministers of the Kyrgyz Republic dated June 10, 2025; ([CBD Minjust](#))
4. Model Instructions on Document Management in the Kyrgyz Republic; ([CBD Minjust](#))
5. The Charter of JAIU;
6. Regulations on the System of Regulatory Documents of JAIU;
7. Regulations on the Development, Coordination, Approval, Record-Keeping, and Revision of Local Regulatory Acts of JAIU;
8. other local regulatory acts of JAIU.

1.5. If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. ([CBD Minjust](#))

1.6. The QMS Document Register is the official source of information regarding active, revised, revoked, replaced, and archived documents of the JAIU quality management system.

2. Purpose and Objectives of the Regulations

2.1. The purpose of these Regulations is to ensure a unified, reliable, and up-to-date record of JAIU’s quality management system documents.

2.2. The main objectives of these Regulations are:

1. to establish a unified procedure for maintaining the QMS document registry;
2. to ensure the identifiability and traceability of documents;
3. ensuring that only current versions of documents are used;
4. to eliminate duplication, inconsistencies, and loss of information regarding the status of documents;
5. ensuring that JAIU’s documented records are ready for internal audits, external inspections, licensing, and accreditation;
6. establishing responsibility for the accuracy of information in the registry.

3. Basic Concepts

3.1. The following key terms are used in these Regulations:

3.1.1. QMS Document Registry — a systematic list of JAIU's quality management system documents containing a defined set of record-keeping information for each document.

3.1.2. QMS Document — a local normative, organizational-methodological, regulatory, accounting, or other document that is part of JAIU's quality management system and recorded in accordance with established procedures.

3.1.3. Document status — the current status of a document in the record-keeping system, for example: draft, pending approval, approved, in effect, under review, replaced, canceled, archived.

3.1.4. Current version of the document — the version of the document in effect as of the current date and subject to application.

3.1.5. Registry holder — the department or official responsible for maintaining and updating the QMS document registry.

4. Principles for Maintaining the QMS Document Register

4.1. The QMS document register is maintained based on the following principles:

1. accuracy;
2. completeness;
3. timeliness;
4. uniformity of record-keeping;
5. document traceability;
6. traceability of changes;
7. differentiation of access rights;
8. availability of current information to authorized persons;
9. protection against unauthorized modification.

5. Purpose and Scope of the Register

5.1. The QMS Document Registry is intended for:

1. recording all QMS documents of JAIU;
2. verifying the status of a document;
3. confirming the validity of the version;
4. monitoring document review deadlines;
5. preparing reports on QMS documented information;
6. ensuring internal and external control.

5.2. The register is used:

1. when developing and approving new documents;
2. when updating, revising, and withdrawing documents;
3. when conducting internal audits;
4. for self-assessment;
5. when preparing for licensing and accreditation;
6. when verifying the completeness of the QMS document collection.

6. Composition of documents included in the QMS register

6.1. The QMS document register includes:

1. regulations;
1. regulations;
2. rules;
3. procedures;
4. instructions;
5. standards;
6. procedures;
7. methods;
8. provisions regarding organizational units, if they are included in the QMS scope;
9. forms, appendices, and records, if approved as part of a QMS document;
10. other documents classified by JAIU as documented information of the quality management system.

6.2. The following are not included in the register:

1. working drafts;
2. internal correspondence;
3. one-time informational letters;
4. documents not approved in accordance with established procedures;
5. copies of documents that are not official versions.

7. Mandatory information to be entered in the registry

7.1. The following mandatory information shall be entered into the register for each QMS document:

1. entry number;
2. document code;
3. full title of the document;
4. document type;
5. functional unit;
6. date of approval;
7. effective date;
8. edition number or version;
9. responsible department;
10. developer;
11. document status;
12. date of last revision;
13. date of next revision, if applicable;
14. information on replacement, cancellation, or archiving;
15. note.

7.2. If necessary, the following may be additionally included in the register:

1. details of the approval order;
2. a link to the document's electronic location;
3. a note indicating the presence of attachments;

4. information about the paper original;
5. information about the language of the document;
6. information regarding controlled distribution.

8. Registry Holder and Allocation of Responsibilities

8.1. The QMS document registry is maintained by the Quality/QMS Department, unless otherwise specified by an order of the Rector of JAIU.

8.2. The Academic and Information Department participates in maintaining the registry:

1. for documents related to educational activities;
2. for documents related to eBilim, electronic document management, and the electronic environment;
3. regarding the verification of the validity of electronic versions of documents in the systems in use.

8.3. Heads of JAIU's structural units are required to:

1. submit information in a timely manner regarding the development, approval, amendment, replacement, and revocation of documents;
2. prevent the use of documents that are not included in the registry or have expired;
3. ensure that the versions in use correspond to the registry data.

8.4. The document developer is required to provide the registry administrator with the information and necessary materials for entering a record into the registry no later than the deadline established by JAIU following the document's approval.

9. Procedure for Entering Documents into the Registry

9.1. The basis for entering a document into the registry is:

1. approval of a new document;
2. approval of a new version;
3. amendments to an existing document;
4. a decision to replace, revoke, or archive a document.

9.2. A document is entered into the registry based on:

1. the approved document;
2. an order on implementation, if required;
3. an approval sheet;
4. a change registration sheet, if available;
5. the document card or other record form.

9.3. When initially entering a document into the registry, the registry keeper:

1. verifies the completeness of the information;
2. assigns or confirms the document code;
3. enters the required registration data;
4. sets the document's status as active or another established status.

10. Procedure for Updating the Registry

10.1. The registry shall be updated:

1. upon approval of a new document;
2. when an existing document is amended;

3. upon approval of a new version;
4. upon the revocation of a document;
5. when a document is transferred to the archive;
6. when the responsible department changes;
7. following the results of a scheduled review of documents.

10.2. Any change to the information in the registry must be traceable and, if necessary, accompanied by an indication of the reason for the change.

10.3. When a document is replaced by a new one, the following must be reflected in the registry:

1. the status of the previous document;
2. the details of the new document;
3. the date of expiration of the previous document;
4. a cross-reference between the replaced and the replacing document.

11. Document statuses in the registry

11.1. The following statuses may be used in the QMS document registry:

1. draft;
2. under review;
3. approved;
4. in effect;
5. in effect in a new version;
6. under review;
7. replaced;
8. canceled;
9. archived.

11.2. The application of statuses must be consistent throughout the registry.

11.3. For the purposes of users' day-to-day work, the primary reference is the “**active**” status or another clearly designated current version of the document.

12. Format of the registry

12.1. The QMS document registry may be maintained:

1. in electronic form;
2. in a spreadsheet database;
3. in an electronic document management system;
4. in another information system approved by JAIU.

12.2. The electronic form of the register is the primary form provided that:

1. data security;
2. backup;
3. access control;
4. search and filtering capabilities;
5. recording of changes.

12.3. If necessary, JAIU maintains a paper copy of the registry or printed reports according to a set schedule.

13. Access to the Register

13.1. Access to the QMS document registry is granted:

1. in full — to the registry holder and authorized persons;
2. for viewing current documents — to heads of structural units and other authorized users;
3. in a limited scope — to other persons within the limits of official necessity.

13.2. Access to edit the registry is granted only to authorized persons.

13.3. Access to information containing official, confidential, or other restricted information is granted in accordance with the procedures established by JAIU and the legislation of the Kyrgyz Republic. General principles of recordkeeping and access restrictions are derived from the standard recordkeeping instructions and general document management standards. ([CBD JAIU](#))

14. Control of the Registry

14.1. Control over the accuracy and currency of the QMS document registry is exercised by:

1. by the management of JAIU;
2. the Quality/QMS Department;
3. the Educational and Information Department—with regard to documents related to educational activities and the digital environment;
4. other authorized persons.

14.2. Control includes:

1. periodic reconciliation of the registry with currently effective documents;
2. verification of revision dates;
3. verification of whether expired documents are still in circulation;
4. analysis of the completeness of records;
5. use of the registry during internal audits.

14.3. The frequency of registry checks is determined by JAIU, but must ensure that the registry remains current and suitable for control purposes.

15. Storage of the register and archiving of information

15.1. The QMS document registry is stored as an official record of JAIU.

15.2. Historical information regarding documents that have expired, been replaced, or archived shall not be removed from the register without cause, but shall be retained with an appropriate status notation.

15.3. Archived information on document versions must make it possible to determine:

1. which document was in effect during a specific period;
2. when and by which document it was replaced;
3. who was responsible for the document;
4. when a revision was made.

16. Responsibility

16.1. The registry holder is responsible for:

1. the completeness and accuracy of the information entered;
2. timely updating of records;
3. compliance with the rules for maintaining the registry;
4. the security and protection of accounting information.

16.2. Department heads and document drafters are responsible for:

1. the timely submission of information for inclusion of the document in the registry;
2. the accuracy of the data submitted;
3. preventing the use of documents that are not in the registry or have expired.

16.3. The use of outdated, revoked, or unconfirmed versions of QMS documents is not permitted.

17. Final Provisions

17.1. These Regulations shall enter into force on the date of their approval.

17.2. Amendments and additions to these Regulations shall be made in accordance with established procedures.

17.3. Matters not covered by these Regulations shall be resolved in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University. ([CBD Minjust](#))

Appendix 1

Quality Management System (QMS) Document Register Form for JAIU

No.	Document Code	Document Title	Document Type	Functional Unit	Date of Approval	Effective date	Revision	Responsible department	Developer	Status	Date of last revision	Date of next revision	Replacement/Cancellation Information	Note

Appendix 2

Classifier of document statuses in the registry

No.	Document status	Status meaning	Applicability
1	Draft	Document prepared but not approved	Not permitted for use
2	Under review	The document is undergoing the approval process	Not approved for use
3	Approved	The document has been approved but may be pending implementation	Applicable only if in effect
4	In effect	The document is the current, effective version	Subject to application
5	In effect in its new version	Previously adopted document updated with a new version	Applicable in its current version
6	Under review	The document is subject to revision, but the previous version remains in effect	Applies unless revoked
7	Replaced	The document has lost its independent effect due to the adoption of a new document	Not applicable
8	Revoked	Document terminated without replacement or by special decision	Not applicable
9	Archived	The document has been moved to the archive category for data storage	Not currently applicable

Appendix 3

QMS Document Registry Record Card Form

QMS DOCUMENT REGISTRY RECORD CARD

1. Identification Information

1. Document code _____
2. Document Title _____
3. Document Type _____
4. Functional Unit _____
5. Edition / Version _____

2. Approval Information

1. Date of approval _____
2. Effective date _____
3. Basis for approval _____

3. Responsibility

1. Developer _____
2. Responsible department _____
3. Responsible person _____

4. Document status

1. draft / pending approval / approved / in effect / under review / replaced / canceled / archived

5. Revision Information

1. Date of last revision _____
2. Date of next revision _____
3. Reason for revision _____

6. Information on replacement / cancellation

1. Replaced by document _____
2. Date of cancellation _____
3. Reason for cancellation _____

7. Additional information

1. Location of the paper version _____
2. Location of the electronic version _____
3. Attachments _____
4. Note _____

Person responsible for making the entry _____ /Full Name/
“ ” _____ 20

Appendix 4

Form of Official Notice of Changes to the Registry

OFFICIAL NOTIFICATION

regarding changes to the QMS document registry

To: _____

From: _____

Date: “ _ ” _____ 20

No. _____

I request that changes be made to the JAIU Quality Management System document register for the following reason:

1. approval of a new document;
2. approval of a new version;
3. amendments;
4. withdrawal of a document;
5. replacement of a document;
6. archiving of the document;
7. other _____

Document details:

1. Document code _____
2. Document title _____
3. Document type _____
4. Date of approval _____
5. Effective date _____
6. New status _____

Reason for change:

Attachments:

1. copy of the approved document;
2. copy of the order/decision;
3. change registration sheet;
4. Other _____

Signature _____ /Full Name/

Appendix 5

Form of the QMS Document Register Reconciliation Sheet

RECONCILIATION SHEET

of the Quality Management System Document Register of JAIU

Reconciliation Date: “_” _____ 20

Department: _____

Verification performed by: _____

No.	Document code	Document name	Status in the registry	Actual presence / use	Identified non-compliance	Decision
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Conclusions based on the reconciliation results:

Proposed corrective actions:

Inspector's signature _____ /Full Name/

Signature of the department head _____ /Full Name/

Appendix 6

Change Log

Change No.	Section, paragraph	Brief description of the change	Basis	Date of entry	Full Name, Position	Signature

Appendix 7

Approval Sheet

APPROVAL SHEET

Document Title: Regulations for Maintaining the Quality Management System (QMS) Document Registry at JAIU
Document code: QMS-70-05

Prepared by:

_____/Full Name/
Position _____
“ ” _____ 20

Approved by:

Head of the Quality Department / QMS
_____/Full Name/
“ ” _____ 20

Head of the Training and Information Department
_____/Full Name/
“ ” _____ 20

Lawyer / Legal Support Specialist
_____/Full Name/
“ ” _____ 20

Head of Records Management / Archives Department
_____/Full Name/
“ ” _____ 20

Vice Rector for Academic Affairs
_____/Full Name/
“ ” _____ 20

Other Authorizing Person _____
_____/Full Name/
“ ” _____ 20

Approved by:

Rector of JAIU
_____/Full Name/
“ ” _____ 20

Appendix 8

Form of the Annual Analytical Report on the Status of the QMS Document Registry

JALAL-ABAD INTERNATIONAL UNIVERSITY ANALYTICAL REPORT

on the status of the quality management system document registry
for the year _____

1. General Information

1. Analysis period _____
2. Responsible department _____
3. Date of preparation _____

2. Key indicators

1. Total number of documents in the registry _____
2. Number of active documents _____
3. Number of documents in the new version _____
4. Number of documents under review _____
5. Number of repealed documents _____
6. Number of archived documents _____

3. Identified issues

4. Measures taken

5. Suggestions for improvement

Person in Charge _____ /Full Name/
“ ” _____ 20

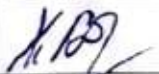
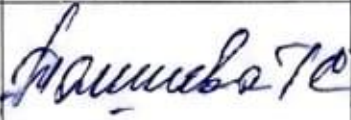







CHANGE LOG

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

Edition: 1000

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.

