SECTION S1- DOCUMENT CONTROL

OBJECTIVE

To ensure that documents are circulated/issued to the right people and any amendments/changes to these documents are implemented and recorded.

RESPONSIBILITIES

The Project Manager in conjunction with the Project Director has the responsibility for approving issuance of the project related documents.

The Document Controller in conjunction with the QE Manager has the responsibility for controlling the issuance of documents related to the Quality and Environmental Management Systems.

PROCEDURES

The following sections describe the general procedures for handling controlled documents. However, different forms of control may apply to different types of documents.

Where this occurs, the individual procedures covering the production of the documents will describe the method of control.

1. Controlled Documents

The following documents shall be controlled as per the relevant sections of the Quality and Environmental System Manual/Procedure:-

(a)	Quality and Environmental Manual	-	Quality and Environmental Manual
(b)	Quality and Environmental Management System Procedures	-	Section S2
(c)	Project Quality Plan	-	Section S3
(d)	Codes of Practice, Standards and Manuals	-	Section S5
(e)	Master Specification and Project Specification	-	Section S4
(f)	Drawings	-	Section S8
(g)	Calculations	-	Section M3
(h)	Reports	-	Section M3

2. Controlled Documents Issuance

The controlled documents issued to external parties shall be done under a covering letter or Transmittal Form at the discretion of the Project Manager.

For every document issued, a duplicate copy of the document shall be retained in the office as "Office Copy". The "Office Copy" shall either be kept in the relevant Project file or by the designated project team member.

3. Superseded Documents

When documents become superseded by a revision, the Project Manager or his nominee shall mark the previous office copy with the "SUPERSEDED" stamp.

The "Office Copy" of the superseded documents shall be retained within the Project file or by the designated project team member until the end of the project when they shall be scrapped on the Project Manager's instruction.

4. Storage of Documents

Storage of documents shall be in accordance with the procedures in Section S6: Archive Control.

At completion of a project, the disposition of documentation shall also be in accordance with the procedures in Section S6: Archive Control.

REFERENCE

ACE Transmittal Form (1 page)

ACE Transmittal Form (≥ 2 pages)