SECTION S2 - DOCUMENTATION OF QEMS PROCEDURES

OBJECTIVE

To define how the requirements defined in the Quality and Environmental Management Systems are to be achieved, by whom and which records are kept.

RESPONSIBILITIES

Director-in -Charge	-	To approve the QEMS Procedures at its first issue.
	-	To approve the QEMS Procedures at its subsequent revisions.
QE Manager	-	To prepare and review the QEMS Procedures.
	-	To control the issue distribution to Controlled Copy Holders.
	-	To report to Director-in–Charge on the QEMS Procedure's changes for their review and approval.

PROCEDURES

1. Issue and Distribution of Procedures

The QEMS Procedures shall be made available to all staff via the Company Intranet. In addition, two (2) controlled copies shall be made available in the Library for loan and reference purposes.

1.1 Controlled Copies

The Document Controller shall maintain a register of Controlled Copy Holder Distribution Record.

Issues of procedures that constitute changes shall comprise of reissue of the whole section of the affected QEMS Procedures.

1.2 Uncontrolled Copies

Uncontrolled copies of documents shall not be issued for use "in-house".

Copies of the QEMS Procedures shall not be circulated outside the Company without advising the QE Manager and prior approval of the Director-in-Charge.

Where uncontrolled copies are to be issued to outside bodies or clients, the documents shall be stamped with "UNCONTROLLED COPY" at the cover.

2. Procedure Amendments

Any Company staff can request a change to the QEMS Procedures via the procedure for Feedback Reporting in Section S15.

The QE Manager shall carry out review, revision and re-issue of the QEMS Procedures under the approval of the Director-in-Charge. Upon approval from the Director-in-Charge, the Document Controller shall update the soft copy of the revised QEMS Procedures on the Company Intranet.

All the soft copies of the QEMS Procedures posted on the Company Intranet are password protected to prevent unauthorised printing, copying and editing. Only the QE Manager and the Document Controller are issued the password to access the above functions.

All amendments/revisions to the QEMS Procedures shall be recorded in the Revision Schedule. Upon updating the Company Intranet, the Revision Schedule shall be e-mailed by the Document Controller to all staff to inform them of the latest amendments. All the latest amendments to the content of the QEMS Procedures shall be identified by in bold Italic blue font.

All superseded revisions in the record shall be stamped 'SUPERSEDED'.

"Uncontrolled Copy" shall not attract amendments and re-issue.

"Revision" number shall commence at zero (0).

The QEMS Procedures shall be re-issued in its entire section or the relevant page of amendments, where applicable in the company intranet. ***All re-issuance shall constitute an increment in the revision status together with the year of revision of the particular section/page (i.e. Revision: 0/17 to Revision: 1/18, if the revision is made in 2018).***

The Document Controller shall maintain the Master Document Status List of the most recently updated revision for each section of the QEMS Procedures with the current revision number and keeps the Master Document Status List.

REFERENCE

Form S2.A - Controlled Copy Holders and Distribution Record

Form S2.B - Revision Schedule

Form S2.C - Master Document Status List