1. **Purpose**

The Procedure for Control of Documented information provides guidance to Bin Rasheed Colors & Chemicals Manufacturing Company Pvt. Ltd (BRCC) & Pakistan Coating Chemicals Pvt. Ltd. (PCC) staff to streamline the flow of data and information, manage the documented information in the effective and controlled manner.

1. **Scope**

This procedure is applicable to documented information being maintained by the BRCC & PCC with the compliance of ISO (9001-2015, 14001-2015 & 45001-2018) and PS-3733 requirements.

1. **Responsibility**
   1. Compliance team
   2. Head of Departments (HODs)
   3. IMS Team Members
2. **Procedure**
   1. **Levels of Documented information**

The documented information of Integrated Management System is categorized into four levels due to their nature.

* 1. **Documented info Coding Scheme**

BRCC & PCC have established a documented info coding system, which is applied to all levels of documented information being created or maintained by BRCC & PCC. The detail of documented info coding scheme is given below;

All the documented information will have a unique identification code according to this

**“COMPANY/DEPT/AAA-NNN”**

Where,

**COMPANY BRCC** (Bin Rasheed Colors & Chemicals Manufacturing Company Pvt. Ltd)

**PCC** (Pakistan Coating Chemicals Pvt. Ltd.)

**DEPT** Department

**AAA** Represents the code for type of document.

**NNN** represents the serial number of documented info starting from 001, 002 and so on. The serial number is reinitialized if the documented info type changes.

**Codes:**

Following codes are used for different types of documented information.

|  |  |
| --- | --- |
| **Code** | **Document** |
| ORG | Organizational Chart |
| ISM | Integrated System Manual |
| POL | Policy |
| ISP | Integrated System Procedure |
| JD | Job Description |
| SOP | Standard Operating Procedures |
| WI | Work Instructions |
| PFD/IFD | Process Flow Diagram/Informational Flow Diagram |
| DGM | Diagram |
| FRM | Forms & Formats |
| REG | Register |

Following codes are used for different departments /sections.

| **Code** | **Department / Section** |
| --- | --- |
| SMD-PRO/PRO | Solid Masterbatch Division-Production |
| SMD-WM | Solid Masterbatch Division-Weighing & Mixing |
| SMD-QC | Solid Masterbatch Division-Quality Control |
| SMD-REC | Solid Masterbatch Division-Raw Material Evaluation Cell |
| SMD-R&D | Solid Masterbatch Division-Research & Development |
| SMD-PKG | Solid Masterbatch Division-Packing |
| SMD-EMD | Solid Masterbatch Division-Electrical and Maintenance Department |
| LAB | PCC Laboratory section |
| PROD | PCC Production section |
| EMD-Unit2/ E&M-Unit2 | Electrical and Maintenance Department Unit 2 |
| LMD-LAB/LMD-PRO | Liquid Masterbatch Division |
| SMD-E | Solid Masterbatch Division-Engineering |
| R&DC | Research & Development Centre |
| STR-2/STR/ SMD-RM/STR-U1/ SMD-STR | Store |
| ADM | Administration |
| PPD | Planning & Procurement Department |
| HR&OD | Human Resource & Organization Development |
| F-A-T | Finance, Accounts and Tax |
| MKT | Sales & Marketing |
| MGT | Management |

External Documented information is identified by their code if provided by the originator. In case the documented info does not bear any code; it is then identified by nomenclature. Following documented information used in the company are of external origin:

* Legislation and Regulations
* Product Standards/Specifications
* Material Safety Data Sheets
* Equipment Manuals
* Any Documented info Provided by Customer or Supplier
* Utility Bills
  1. **Documented info Format**
     1. All documented information is generated with at least following standard header and footer.

|  |  |
| --- | --- |
| **Company Logo** | **DOC #: COMPANY/DEPT/AAA-NNN**  **ISSUE STATUS: <#>**  **ISSUE DATE: MMM DD, YYYY** |
| **DOCUMENTED INFO NOMENCLATURE** | |

* + 1. Following footer containing page numbering and total number of pages is placed at the bottom of each document.

|  |
| --- |
| Page **X** of **Y** |

* + 1. Signature of authorities (as per section 4.4) will be taken on the footer of each page for “Policy of LEVEL I, each documented info of LEVEL II, and SOPs & WI of LEVEL III documented information”.

Prepared By: Reviewed By: Approved By: Page **X** of **Y**

**Note:** “Reviewed By” is an optional; it will be mentioned as per requirement

* 1. **Documented information Preparation, Review and Approval**

Documented information to be used in the BRCC & PCC will be prepared, reviewed and approved according to the criteria given below in the table.

| **Level** | **DOC Type** | **Prepared By** | **Reviewed by** | **Approved by** |
| --- | --- | --- | --- | --- |
| **I** | ORG, POL, ISM | Compliance Team Member | Compliance head | GM/MD/CEO |
| **II** | ISP , HR POL\* | Compliance Team Member/ Compliance Head or HR\* | Compliance Head | GM/CEO\* |
| **III** | \*JDs, WIs, SOPs | Asst. HOD/HOD\* | HOD/\*Compliance Head | GM/MD/CEO |
| **IV** | FRM | Asst. HOD/  IMS Team Member /\*Compliance Team Member |  | HOD/\*Compliance Head |

* 1. **Documented info Distribution Management**

This method of distribution applies to all documented information to be issued in soft form is covered here:

4.5.1 All rights of IMS documented information (level 1, 2 and forms relevant to level 2) for sharing in soft form through software shall reside with Compliance team/HR. Approved copy of these documents will be preserved in hard form by compliance team/HR except Forms relevant to level 2 documents.

4.5.2 All departmental relevant documented information (Level 3 & 4) shall share on software portal by concern QHSE team member. Approved copy of these documents will be preserved in hard form by QHSE team member except level 4 documents.

4.5.3 On sharing new documented information, updating or deleting existing documented information, notification through Email or on software notification bar automatically share to relevant employees/members which will be considered as official intimation of documented information changes.

* 1. **Documented info Change, Generation & Deletion Process**
     1. Any person can discuss with in charge/HOD (In case of level 3 & 4 doc.) or compliance team/HR (In case of level 1 & 2 doc.) for generation, change or deletion of a document
     2. Compliance team/HR or concerned HOD will accept or reject the request after proper analysis in consultation with related authorities.
     3. If compliance team /HR or concerned HOD after review, accepts the document request then documented information will be reviewed and approved by defined authorities.
     4. Handwritten amendments are not allowed.
     5. After final approval has been made, IMS team member (in case of departmental document i.e level 3 and 4) or compliance team/HR (in case of level 1, 2 & forms relevant to level 2) will upload document on software portal. In case of document deletion, relevant IMS team member or compliance team/HR will delete document from software portal and dispose of hard copy by burning or tearing paper by hand.
  2. **Control of Documented Information** 
     1. The written and objective of documented information of all working (reporting, calibration documented information, reports of internal audit, corrective plan & actions, MRM etc.) is maintained on regular basis by the concerned personnel.
     2. All documented information is held secure, in confidence and only eligible persons are authorized to check them.
     3. All documented information is maintained in such conditions that must prevent damage and deterioration.
     4. Maintain documented info on e-media, taking periodic backup in the form of hard/soft form.
     5. Master List of Documented information will be maintained automatically to control the documented information in soft form which contain the following:

|  |  |
| --- | --- |
| **Title**  **Issue Status** | Title of documented information  Number which shows that how many times this documented information issued. |
| **Documented information Code** | Code given on each documented information |
| **Retention Period** | Time period during which the documented information shall be retained (For Level 4 Doc.) |

* 1. **File Management**

BRCC & PCC have established a filing system to manage and control all the files, folders and registers being maintained which provides the details about uniquely identifying and file labeling.

* + 1. **File / Register Identification System**All files, folders and registers shall have a unique title.

**4.8.2 Register / Logbook Page Numbering**

All registers and logbooks are page numbered to ensure traceability. Page numbering can either be done manually or by pasting stickers with numbers imprinted or through printing (in case company has the option to print registers via printer).

* 1. **Review, Access ,Retrieval, Retention and Disposal of Documented information**
     1. All management documents (except confidential) can be access on software portal, all relevant employee can view these documents by logging in document control web portal.
     2. All the documents will be reviewed when required and periodically
     3. Compliance team and concerned HODs shall save obsolete documented information in soft form for reference.
     4. Record of IMS / departmental documented information after completion of retention period will burn in the presence of Compliance team / concerned HOD.
     5. Retention period of documented info shall be defined on basis of legal, customer or concern process requirements.

1. **Associated Documented information**

* Find all documents on document control software portal

**Amendment History Documented information**

| **Revision Number** | **Section** | **Amended Text** |
| --- | --- | --- |
| 1 | 4.5 | ~~Distribution of document in hard form is obsolete.~~ |
| 4.4 | ~~Approval authorities changed.~~ |
| 2 | 4.3 | Sign in footer instead of ~~Approval box on front page~~ |
| 2 | 2 (Scope) | Added scope of PS-3733 |