

**1.0 Purpose**

This document defines the ABC Document Control Procedure.

**2.0 Scope**

This procedure applies to everyone working on/for ABC.

**3.0 Responsibility**

**The Management Representative**

The Environmental Health and Safety Management consist of four levels of documentation. They are:

Level (1) Policy Manual, including the Policy,

Level (2) Procedures,

Level (3) Forms,

Level (4) SOP’s,

**4.0 References**

ISO 14001:2015 and ISO 45001:2018, Clause 7.5.2 Creating and updating Documents

ISO 14001:2015 and ISO 45001:2018, Clause 7.5.3, Control of Documented Information

ISO 9001:2015, 7.5.1, 7.5.2 and 7.5.3

R2v3 Practices

**5.0 Procedure**

**1)** Document review, approval and Identification are described in the relevant procedure.

The CEO and Management Representative approve:

(1) Implementation of the Policy Manual,

(2) All subsequent revisions.

**2) The Management Representative approves:**

- 1. Implementation of all the Procedures,
- 2. All subsequent revisions.

3) Some Documents require duplication and distribution prior to being filed.

**Examples are:**

- 1. The Policy,
- 2. Procedures.

**b. Some Documents are used and then filed.**

**Examples are the:**

- 1. ISO 14001:2015,
- 2. ISO 45001:2018
- 3. R2v3
- 4. ISO 9001:2015

Documents of external origin are identified, and their distribution is controlled.

4) **Creating and updating the document**

While creating and updating the document, Organization ensures

- 1. Identification and Description (Title, Author, Revision Number, Revision data)
- 2. Format and media
- 3. Review and approval for suitability and adequacy by Management Representative and CEO.

- 5) A List of Controlled Documents is part of this system and is identified by master control document (F-022).
- 6) Responsibility for storage and retention of the various Documents that are in use, obsolete or currently inactive are the responsibility of the Management representative.
- 7) Access to current versions of applicable Documents (both Documents of internal and external origin) is readily available to those employees that need the information to perform their jobs and is described in the relevant procedure. Access to Documents is controlled by the Management Representative and the degree of control exercised and the method of control used is left to his discretion.
- 8) Documents are obsolete as directed by the Management Representative. Documents are retained for three (3) years unless legal requirements ask for longer retention. Aged Documents after three years are considered obsolete

Should obsolete Documents be retained in the system, they are handled as follows:

- (1) If they are in hard copy form, they are identified as obsolete,
  - (2) If they are computerized, they are retained in a secured computer.
- 9) Documented information of external origin is maintained, revised under external documents section in Master document list F-022

**Record of Revisions**

**Revision Date Description Sections Affected**

**Record of Approval**

Task	Name / Signature	Job Title	Date
Written By:			
Management Representative		Management Representative	
Approved By:			