## Approved By:

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| Billy Pike  Quality Manager |  | Deci Barreto Plant Manager |  |  |
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## Document Revision Chart

The following chart lists the revisions made to this document tracked by version. Use this to describe the changes and additions each time this document is re-published. The description should include as many details of the changes as possible

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| **#.#** | **Section Modified and Revision Description** | **Date** | **Author** |
| 3.0 | Reformat and update to align with global O&G procedures. | 1/24/2014 | Karen Bliss |
| 3.1 | Added verbiage for minor changes see 3.12. | 5/22/2014 | Karen Bliss |
| 3.2 | Added/clarified requirements related to the QMS Annex, functional review, training, and control of regulatory materials. | 1/12/2015 | Karen Bliss |

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# Purpose

The purpose of this procedure is to describe the process by which documentation is controlled at the GE Drilling LLC facility in Broussard.

# Scope / Application

This procedure applies to all GE Drilling LLC employees supporting operations in Broussard.

Acquired businesses shall also comply with plans defined by the GE Drilling LLC Quality Management System (QMS) and Business Leadership.

# Procedure

* 1. All QMS documentation will be controlled and defined in the business’ higher level Document Location Map (DLM). The map reflects the systems where current document revisions reside (see references).
  2. QMS documents (including the DLM) will be maintained electronically within Documentum. Engineering QMS documents may be stored in a different repository, but they will be identified in the DLM.
  3. Broussard will identify processes and forms applicable to the site in the QMS Annex. The Annex will convey when documents from other sites or levels of the organization are adopted.
  4. At a minimum, Broussard will control QMS Documents such as:
     1. Applicable Process and/or Work Instructions
     2. Procedures and Policies
     3. Quality Manuals
     4. Inspection and Test Plans
     5. Templates and Forms
     6. Engineering documents (Drawings, BOM, etc.)
  5. Controlled documents will conform to Oil & Gas requirements.
     1. Broussard’s QMS procedures and work instructions released or revised after the compliance date set in section 8.0 of this document will follow the standard O&G process [Create, Revise and Control QMS Documents OGQ-0101.1](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8052d697&showRendition=true) and template [O&G Template for GE O&G Procedure & Work Instructions OGQ-0101.1F](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8052b228&showRendition=true).
     2. QMS document naming and numbering conventions will be as follows:
        1. Procedures: QP-BRO-XX-Y (where X = ISO ref. & Y = Seq num.)
        2. Work Instructions: QW-BRO-XX-Y (where X = ISO ref. & Y = Seq num.)
        3. Forms: QF-BRO-XX-Y (where X = ISO ref. & Y = Seq num.)
  6. Functions affected by the process (including those listed in the Roles and Responsibilities section of the controlled document) will review the process steps prior to document approval. Teams may provide their input via email or verbally upon receipt of the QMS lead’s request for review. No response will be understood as agreement to proceed with approval.
  7. Approvals will be electronically recorded or a handwritten signature will be applied to the document. The level of approval needed for issuance of a controlled document will be as follows:

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| --- | --- |
| **Document Type** | **Approver** |
| Site Procedures / Work Instructions | Functional expert(s), QMS or quality leader, highest level of management at site or within function |
| Functional Procedures / Work Instructions | Functional Expert(s), Functional Manager |
| Forms | Functional Expert(s) |

* 1. Obsolete controlled documents will be removed or suitably identified to prevent misuse/misapplication.
  2. Controlled documents will be readily available in legible format yet only accessible to designated personnel.
  3. Controlled documents will comply with [GEEQMS 7.0.5 International Trade Controls](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea80440852&showRendition=true) .
  4. Disposal of controlled documents will be performed in accordance with requirements for GE Internal documents as stated in the [GE Corporate Guideline for GE Data Classification](http://libraries.ge.com/download?fileid=16926504101&entity_id=2688000101&sid=101).
  5. Broussard will utilize the [IHS database](http://www.global.ihs.com/) along with the [GEE Technical Regulations and Standards](http://insideapp.energy.ge.com/trs/jsp/trade.jsf) as its repository for all international standards and specifications. An IHS information database of externally generated standards and specifications is accessible to employees via the Internet.
  6. Broussard’s QMS lead will serve as the issuing authority for QMS documents. Notifications will be issued for any issue, revision or archival using the site’s employee distribution lists: @OIL & GAS VG.Broussard.Salary <vg.broussard.salary@ge.com>; @OIL & GAS VG.Broussard.Hourly <vg.broussard.hourly@ge.com>
     1. Training for minor changes to existing QMS documents will be summarized in the email notification itself.
     2. Training for new releases or major revisions may be delivered via a Broussard QMS Bulletin (when applicable) and/or presented to Broussard management to be flowed-down to affected employees accordingly. Random spot checks or workstation audits may be used to periodically assess process adherence to ensure the training is effective since sign-in sheets may not always be used.
  7. Minor changes to QMS documents (e.g., to address an audit finding, add a reference, clarify expectations, etc.) can be incorporated with an update to the change history and approvals in accordance with the table above. In these cases, the QMS lead has the discretion to manage the degree of communication and training provided.
  8. The QMS lead will review QMS documents once every three years, at a minimum, for accuracy and relevancy and to determine continued suitability.
  9. When requested to provide copies of QMS documents to external parties, employees will follow [OGQ-0101.4 – Instructions for External Communication of QMS Documents](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea80514834&showRendition=true).
  10. In order to control documents provided by outside sources, Broussard will manage the documents by function:
      1. For Commercial documents supplied by external sources, the document name and revision will be documented in the project file, respectively.
         1. When a hardcopy is provided, it will be placed into the customer’s project file (which is managed by the Commercial team). This document information is captured and communicated downstream via shop work orders generated electronically in Oracle.
         2. Relevant revisions that are applicable to contractual obligations will be documented within the Oracle Service Request.
         3. Engineering documents supplied by external sources follow ENGWW19.05, which classifies customer specifications and drawings as confidential documents. QW-ENG-4.2.3-001 specifies how engineering documents are controlled.
  11. Other externally-provided documents will be maintained by the Commercial/Project Management team as follows:
      1. The function will review the source’s applicable quality manual, QMS procedures and supporting work instructions when possible to ensure continued compliance upon publication or revision of one of the referenced external specification.
      2. A document log and/or reference to the externally-provided document in contractual documentation will be maintained where the document name and revision number will be captured.
      3. Hardcopies will be maintained locally by the respective function and revisions will be maintained in accordance with the revision provided by the external source.
      4. Hardcopy and electronic copies will be sufficiently identified (doc name, number and revision, where applicable) to prevent unauthorized duplication and/or distribution. GE IP Guidelines will be followed.
  12. Master copies and working copies will be identified and stored appropriately.
  13. Applicable regulatory documents and guidance materials will be referenced as appropriate. The procurement, control and distribution of these documents will be jointly managed by the business, the functional manager, and the QMS Lead depending on the document and its intended use.
  14. [GE O&G’s Copyright Procedure](http://data.supportcentral.ge.com/upload/37683/doc_2194088.doc) will be followed, and the Intellectual Property Counsel contacted accordingly if there are questions.

# Responsibilities

* 1. Approver

Authorize release to the Issuing Authority.

Responsible for accuracy, completeness, suitability, adequacy and effectiveness of the document to achieve established objectives.

Responsible for effectiveness and/or efficiency of the process controlled by the document.

* 1. Issuing Authority

Control format, issuance, distribution, revision, archival, notification and periodic review for controlled documents.

Ensure that the controlled documents are legible.

Control of access to view, approve, issue and revise controlled documents.

Maintain all DMS and their corresponding controlled documents.

Ensure that relevant versions are available at points of use.

* 1. Author

Individual or group responsible for the content, accuracy, completeness, suitability, adequacy and effectiveness of the subject matter to achieve established objectives of specific controlled documents.

Individual that works with Subject Matter Experts to assure compliance to applicable laws and GE policies and procedures.

* 1. Commercial/Project Management Functional Managers
* Ensure externally-provided documents are managed accordingly. Verify externally-provided document name, number and revisions are documented in applicable contractual documents and/or kept in the project file.

# Quality Records

The following records produced by this procedure are considered Quality Records and shall be maintained and controlled according to the requirements in OGQ-0102 - Record Control:

* Document Location Map (see References)
* Notifications of issue, revision or archival
* QMS Bulletins and supplemental training if applicable
* Document log or contractual document with reference to externally-provided documents

# Terms, Definitions and Acronyms

Refer to [GE O&G QMS Lexicon](http://supportcentral.ge.com/@lexicon) for Terms, Definitions and Acronyms. Acronyms have been repeated here for convenience purposes.

BRO – Broussard

DLM – Document Location Map

GEE – GE Energy

GE O&G – GE Oil & Gas

QMS – Quality Management System

# References

The policy OGQ-5.4-0067 provides authorization of GEE QMS procedures, work instructions and documents to be accepted as-is and used within GE O&G after the expiration of GE Energy as a business unit and during the defined transition period. It also defines the transition period and plan for migrating GE Energy QMS documents into the GE O&G QMS.

When a GE O&G document is approved and released for use, it will take precedence over the previous GEE QMS document, regardless the fact that the GE Energy document may be present in the Documentum GEE Quality Headquarter folder or in the GE O&G QMS folder. It is also expected that throughout the transition plan period, both GE Energy and GE O&G documents will be present representing the QMS of the organization. There can also be documents in the process of being reviewed and yet to be reviewed.

For the latest applicable documents – GEE and/or GE O&G - refer to [Documentum](http://library.ps.ge.com/quality/home/components/main/start.jsp?OBJECTID=0b00f5ea803e1139) and to the [Document Cross-reference Matrix](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8047caa2&showRendition=true) between GEE and O&G documents.

[GE O&G QMS Lexicon](http://supportcentral.ge.com/@lexicon)

[OGQ-0102 – Record Control](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea804c7d93&showRendition=true)

[OGQ-5.4-0067 GE Energy to GE Oil & Gas QMS Transition Policy](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8042ae99&showRendition=true)

[OGQ-0101.4 – Instructions for External Communication of QMS Documents](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea804aca43&showRendition=true)

[ENGWW19.05 Control of Proprietary Information in EPIMs](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea803d8dd4&showRendition=true)

[GE O&G Copyright Procedure](http://data.supportcentral.ge.com/upload/37683/doc_2194088.doc)

[GE Corporate Guideline for GE Data Classification](http://libraries.ge.com/download?fileid=16926504101&entity_id=2688000101&sid=101)

[OGQ-0101.1F Template for GE O&G procedures and work instructions](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8047caa3&showRendition=true)

[QW-D&S-QUA-4.2.3-2 Drilling & Surface Document Location Map](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea803df253&showRendition=true)

[QW-ENG-4.2.3-001 Engineering Document Control](http://library.ps.ge.com/quality/home/components/drl/drl.jsp?objectId=0900f5ea8044530f&showRendition=true)

# Compliance Requirements

• Full compliance required within 3 months of release.

|  | GE Oil & Gas |
| --- | --- |
| Title: | Document Control |
| Reference: | QP-BRO-4.2.3-1 |
| Revision: | Rev. 3.2 |
| Application Date: | 2/25/2015 |
| Expiration Date: | 2/25/2018 |
| Author: | K. Bliss |
| External References: | NA |