



Indian Oil Corporation Limited

**Panipat Hydrogen Generation Unit
Praxair India Private Limited**

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Procedure For Control Of Drawings/ Documents

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1 PURPOSE

The purpose of this procedure is to establish a systematic approach for the control, distribution, and revision of drawings/documents within the organization to ensure accuracy, consistency, and compliance with applicable standards and regulations.

2 SCOPE

The scope of this procedure / processes encompasses all documentation utilized by VE including external origin such as customer specifications, standards etc., that affect quality of our products and or / services. This procedure works in conjunction with QSP for control of quality records (VE/QSP/16).

This procedure covers the systems, procedures and responsibilities for control Of Drawings/ Documents in VE.

This procedure applies to all quality management system documentation and is tobe followed by all personnel where appropriate.

3 ABBREVIATIONS

VE	Vishal Enterprise
QA-QC	Quality Assurance – Quality Control
QMS	Quality Management System

4 RESPONSIBILITIES

QA-QC Head or his designee is responsible for facilitating the preparation of QMS documents. Maintenance, Control and issuance (electronically or physically) of Quality System Manualand Quality System Procedures.

All Department Executives, Shop & Site In charge are responsible for thorough review and signing of relevant quality system procedures, review and approval of Quality system work instructions and formats that relate to theirown processes and functions. Maintenance and Control of Quality System Work Instructions. Document control system in place and effectively maintained within department.

Execution Supervisor Individuals who access, reference, or utilize drawings/documents as part of their duties.

Quality control Engineer shall be responsible for document control related to QC and welding activities at workshop/site. He is responsible for establishing the standard distribution of all technical documents related to work activities based on

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project document distribution and will also authorize the maintenance of obsolete documents and project history files. All non-technical related documents and its distribution shall be the responsibility of planning engineer or his designee, based on project document distribution matrix.

Central Planning & Shop Planning Engineer is responsible for the receipt, control and distribution of general correspondence and technical related documents such as approved drawings, specifications, etc.

5 DEFINITIONS

Document: Information and its supporting Medium.

Procedure: Specified way to carry out an activity or processes.

Record: Document stating results or evidences of activities performed.

Objective: The objective of this procedure is to establish a systematic approach for the control of drawings/documents to ensure accuracy, version control, and accessibility in order to support organizational activities and compliance requirements.

6 PROCEDURE

6.1 Reception of Documents (Incoming)

All incoming documents shall be verified by the Planning Engineer with the document number, where the minimum information are available, such as, description of the document, number of copies, revision, etc. Subject to the contents available in the document, the document will be checked and acknowledgement shall be given. If the documents are missing or identified incorrectly, comments suitable will be given on the returned document transmittal / cover sheet by Planning Engineer.

6.2 Distribution of Documents

Planning Engineer shall receive all documents and stamp the received copy thus converting it into a 'MASTER COPY'. Planning Engineer shall take required number of copies and then distribute in accordance with the Project Document distribution matrix.

Original document is then kept in the respective files in Document control section as per project filing list.

6.3 Control of Revised Documents

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An updated Drawing index will be received by Planning Engineer. After checking, it shall be released to all Discipline Engineers/Supervisors by Planning Engineer whenever there is any change due to an addition, deletion or revision of drawings. All issued copies of obsolete or void documents are to be returned to Planning Engineer for shredding. For reference purposes, Planning Engineer will stamp one copy of each obsolete or void document "SUPERCEDED" in blue ink with letters at least 1cm high. All drawings stamped "SUPERCEDED" shall be removed from the general drawing files; one copy will be filed in a separate location in the Document Control Room clearly marked for superseded drawings.

6.4 Audit and Review:

Conduct periodic audits of the document control process to identify any gaps or areas for improvement.

Solicit feedback from stakeholders to continuously improve the document control procedures.

6.5 Continuous Improvement:

Regularly review and update the document control procedures to adapt to changing business needs or regulations.

Encourage a culture of continuous improvement and innovation within the organization.

6.6 Document Training & Awareness:

Employees shall be trained on document control procedures and their responsibilities regarding document usage.

Regular reminders and updates shall be provided to ensure awareness of changes to document control processes.

6.7 Document Control Review:

This procedure shall be reviewed periodically by management or designated personnel to ensure its effectiveness and compliance with organizational requirements and industry standards.

7 ATTACHMENT

Attachment: I Document Transmittal Note
 Attachment: II Drawing Control Index

Attachment: I Document Transmittal Note

		VISHAL ENTERPRISE & VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES			
Document Transmittal Note				Date :	
TO			EMAIL		
PROJECT					
YOUR REF					
PO NO					
DTN NO					
ATTN :					
Enclosed are the following Documents/Drawings for :					
<input type="checkbox"/>	Review & Comments	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Information / Reference
<input type="checkbox"/>	Necessary Action	<input type="checkbox"/>	Approved for Construction	<input type="checkbox"/>	As built
<input type="checkbox"/>	DOSSIER	<input type="checkbox"/>	OTHERS		
Sr. No.	Drawing/Document No.	Rev No.	Description	Date	Type of Copies

VE/QA/FORMAT/48 REV.01

Attachment: II Drawing Control Index

 		VISHAL ENTERPRISE AND VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES									
Client :		Project :					DATE:				
SR NO	DESCRIPTION	DRAWING NO.	ISSUED FOR REVIEW	ISSUED FOR APPROVAL	LATEST REVISION					RECEIVING DATE	REMARKS
					0	1	2	3	4		
1											
2											
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