

<b>4</b>	<b>DOCUMENT &amp; DATA CONTROL</b>	<b>2</b>
<b>4.1</b>	<b>INTRODUCTION</b>	<b>2</b>
4.1.1	General.....	2
4.1.2	Document and Data Approval and Issue.....	2
4.1.3	Document and Data Changes.....	2

ARAB ENGINEERING BUREAU

## 4 DOCUMENT & DATA CONTROL

### 4.1 INTRODUCTION

#### 4.1.1 General

- 1 The Contractor shall establish and maintain documented procedures to control all documents and data that relate to the requirements of the Specification. Documents and data can be in the form of any type of media, such as hard copy or electronic media.
- 2 The Contractor shall maintain up to date copies of all industry codes and standards that apply to the Contract and provide access to the Engineer if requested.

#### 4.1.2 Document and Data Approval and Issue

- 1 The documents and data shall be reviewed and approved for adequacy by authorised personnel prior to issue. A master list or equivalent document control procedure identifying the current revision status of documents shall be established and be readily available to preclude the use of invalid and/or obsolete documents. This control shall ensure that:
  - (a) The pertinent issues of appropriate documents are available at all locations where operations essential to the effective functioning of the QMS are performed
  - (b) Invalid and/or obsolete documents are promptly removed from all points of issue or use, or otherwise assured against unintended use
  - (c) Any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified
  - (d) Documents and data be stored so as to facilitate handover to the Engineer or owner when required

#### 4.1.3 Document and Data Changes

- 1 Where practicable, the nature of the change shall be identified in the document or appropriate attachments.

END OF PART