

Alloy Toll Management Sdn Bhd	Doc. No. : PM 02
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1.0 PURPOSE

- 1.1 To ensure the current version of procedures/documents are available to appropriate personnel.
- 1.2 To define a system for establishing, approving, changing, maintaining, replacing, and distributing controlled documents.
- 1.3 To ensure that documents requiring changes are revised and approved in a timely manner.

2.0 SCOPE

- 2.1 This procedure covers:
 - 2.1.1 Internal Documents
 - Quality Manual (QM)
 - Quality Procedure (QP)
 - 2.1.2 External Documents
 - Refer External Document Master List

3.0 RESPONSIBILITY

- 3.1 The Senior Executive, Toll Monitoring act as the Document Control Officer (DCO) shall oversee the control of all documents by keeping a Documentation Master List, of all documents.
- 3.2 The Top Management shall review and approve the relevant documents.
- 3.3 Document Holders shall ensure that all documents used in their area are current and approved.
- 3.4 The DCO shall be responsible to ensure the proper distribution and record of all controlled documents.
- 3.5 The Top Management shall ensure that the documents prepared are in accordance with the requirements of the standard.
- 3.6 The Top Management shall ensure that MS ISO 9001:2015 requirements are of current issue.

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4.0 PROCEDURE

4.1 The respective heads of departments shall be responsible for the implementation of the Document Control Procedure. The Top Management is responsible for ensuring that all Quality Management System Document are controlled and maintained.

4.1.1 Any letter, facsimile, memorandum, specification, reports, calculations or other form for transmitting information or instruction shall constitute as documents

The above definition embraces (but may not be limited to) the following:

- Contract Documents
- Technical Documents
- Correspondence
- Procurement Documents
- Certificates
- Inspection Reports/Records

The actual method of compiling the files logs shall be determined by the respective departments

The respective Head of Department are responsible for taking such action against matters raised by incoming correspondent and initiating replies, as required and agreed with the Management. All outgoing documentation whether generated by ALLOY TOLL MANAGEMENT SDN BHD or in response to incoming correspondence shall be checked and signed by the respective Heads of Department and on his instruction; the appointed personnel on his behalf may sign correspondence.

4.1.2 DCO shall update the revision status in the Documentation Master List.

4.1.3 The DCO shall be responsible for submitting the documents to the respective authority for review and approval and follow through with appropriate distribution.

4.1.4 DCO shall keep the Original documents for the Top Management copy.

4.2 Control of Internal Documents

4.2.1 DCO shall refer to the Document Distribution List for internal distribution. The receiver shall sign to acknowledge receipt of the documents.

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4.2.2 Documents issued to registered holders are controlled documents. HOD shall inform all personnel not to make unauthorized photocopy of controlled documents.

4.3 Request for Uncontrolled Documents

4.3.1 Additional copies of documents can be obtained from the DCO upon formal request and approval from the Top Management using letter/memo.

4.3.2 The additional copies of documents shall not stamp “controlled copy”, upon issue to requestor.

4.3.3 “Uncontrolled” documents issued are not recalled for any updating.

4.4 Method of updating Internal Documents

4.4.1 Any change to the existing Controlled documents shall be notified to the Top Management and Document Master List shall be used to control it.

4.4.2 The requestor shall prepare the revised documents and together with the Document Change Control Form approved by the same reviewing and approving authority to the DCO.

4.4.3 Previously issued controlled documents that are affected shall be recalled by DCO to prevent unintended use.

4.4.4 The DCO shall stamp “Obsolete” in red color, on all pages of the obsolete original copy, which is retained for quality record purposes.

4.4.5 All obsolete duplicated documents that are recalled shall be destroyed by the DCO.

4.4.6 The DCO shall update the Documentation Master List, and Document Issue Record during issue of the New or Revised documents to the relevant personnel or department.

4.5 Control of External Document

4.5.1 The Top Management shall follow-up with the respective external bodies on the issue of all external documents including MS ISO 9001:2015 requirements.

4.5.2 The Top Management shall review procedures (where applicable) if requirements of the external documents have been revised.

4.5.3 All the external documents shall be passed to the DCO for controlling.

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4.5.4 The DCO shall stamp “Controlled” on at least 1 page of the original copy of external documents.

4.5.5 External documents shall be recorded in the External Document Master List for controlled purposes.

4.5.6 Documents that have been obsolete shall be stamped “Obsolete” and remove from External Document Master List.

4.6 Numbering System:

4.6.1 Numbering system for internal documents shall follow the sequence described below:

<i>X</i>		<i>Y</i>	<i>ZZ</i>
Q	- Quality	M - Manual	01,02,03....
P	- Procedure		
AK	- Arahan Kerja		
AKP	- Arahan Kerja Penyelia		
AKTM	- Arahan Kerja Toll Monitoring		

* Refer Document Master List (Table A)

4.6.2 Any changes incurred to the Form Format and version of the form shall be updated.

4.6.3 ISO Clauses: Refer ISO 9001:2015

4.6.4 The sequence number zz shall start from 01 to 99.

4.7 Version Code:

4.7.1 The initial release of documents shall be 1.0, and subsequent version issued shall be 1.1, 1.2 and continues.

5.0 APPLICABLE CLAUSES

7.5.3 Control of Documented Information

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6.0 Quality Records

No.	Title of Records	Person In Charge (PIC)	Retention Period (Year)
1	Document Master List	DCO	3
2	Document Issued Record	DCO	3
3	Document Change Control Form	DCO	3
4	Document Change Control Master List	DCO	3
5	External Document Master List	DCO	3

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DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
1	01/05/2002	Initial Release	All	1.1
2	11/06/2002	Procedure updated to be in-line with ISO 9001:2000	All	2.0
3	01/11/2005	Procedure updated as Paradigm II were no longer in use	All	2.1
4	10/08/2006	The DCO shall stamp "Controlled" on at least 1 pages of the original copy of external documents. (Previously 3 pages)	4.5	2.2
5	02/01/2008	The General Manager or Deputy General Manager shall review and approve the relevant documents.	3.2	2.3
6	30/06/2009	Procedure updated to be in-line with ISO 9001:2008	All	2.4
7	16/06/2014	Redesignation of job title from General Manager to Senior Vice President II, Head, Toll Management	3.0	2.5
8	15/07/2015	-Re-word the SVP II to Management Representative - Numbering system for internal documents shall follow the sequence as per table	3.2 4.6.1	2.6
9	23/03/2018	Procedure updated to be in-line with ISO 9001:2015. Amendment; - Revision No. changes to Version No. as agreed in the 4 th ISO New Standard Transition meeting.	All	2.7
10	26/07/2018	Amendment; - Applicable clauses 7.5.3 Control of Documented Information	5.0	2.8

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