ECDC-QHSE-PR-01

DOCUMENT CONTROL PROCEDURE

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**This document is prepared by:**

Mohamed A. Ghorab

Deputy QHSE Manager

**Reviewed by**

Ayman Zakaria

QHSE Manager

**Approved by**

Fang Zheng

GM and Managing Director

Table of Content

[1. Purpose 1](#_Toc61437355)

[2. Scope/Application 1](#_Toc61437356)

[3. Requirements 1](#_Toc61437357)

[3.1 Controlled Documents 1](#_Toc61437361)

[3.2 Document Numbering Rules 2](#_Toc61437362)

[3.3 Issuing a Controlled Document 2](#_Toc61437363)

[3.4 Revising a Controlled Document 2](#_Toc61437364)

[3.5 Recall of Controlled Documents 3](#_Toc61437365)

[3.6 Document Control Baselines 3](#_Toc61437366)

[3.7 External Documents 3](#_Toc61437367)

[3.8 Standards and Specifications 3](#_Toc61437368)

[3.9 Uncontrolled / Reference Only Documents 3](#_Toc61437369)

[3.10 Documentation Structure 3](#_Toc61437370)

[3.11 Documentation Format: 3](#_Toc61437371)

[4. Responsibility 4](#_Toc61437372)

[4.1 General Manager 4](#_Toc61437374)

[4.2 Document Controller 4](#_Toc61437375)

[4.3 Department 4](#_Toc61437376)

[4.4 Crew 4](#_Toc61437377)

[5. Initiating Amendments 4](#_Toc61437378)

[6. Revision History 4](#_Toc61437379)

[7. Document Control 4](#_Toc61437380)

[8. Distribution Control 4](#_Toc61437381)

[9.1 ECDC-QHSE-CL-01-Document Delivery Record v1.0 5](#_Toc61437387)

[9.2 ECDC-QHSE -CL-02-Document Delivery Register v1.0 5](#_Toc61437388)

[9.3 ECDC-QHSE -CL-10-General Document Control v1.0 5](#_Toc61437389)

# Purpose

To define the process for control of documents to assure the correct information is available to personnel requiring their use. The purpose of this procedure is to provide for a system, and instructions, and to assign responsibilities for establishment, review, authorization, issue, distribution, and amendments of ECDC MS documents.

This procedure applies to all documentation within ECDC Management System. In particular, this procedure refers to:

1. ECDC QHSE Policies;
2. QHSE Procedures (incorporating specific documentation);
3. QHSE forms and records;
4. Training Packages and Course Delivery material;
5. Standards and other reference materials;
6. Operation and Engineering document;
7. HR document;
8. Office Document;
9. etc.

# Scope/Application

The requirements of this procedure apply to all drawings, procedures, work instructions, forms, etc. used within ECDC Management System that affect the QHSE of services.

# Requirements



## Controlled Documents

Controlled documents define the requirements for performance of a process and must be followed to ensure the quality of the process and service. Documents which must be controlled but are not limited to:

1. Engineering specifications / drawings / prints
2. Process work instructions (including visual aids, inspection instructions and process sheets)
3. QHSE Manual and related procedures, work instructions and forms
4. External documents (including client prints / processes, engineering standards and QHSE management standards)
5. Controlled documents are identified with a document name and / or number.
6. Procedures are numbered
7. Work Instructions are prefixed with ECDC or the part number
8. Forms are prefixed with ECDC

## Document Numbering Rules

**Abbreviations:**

DR ………………… Drilling Department

SC ………………… Supply Chain

HR ………………… Human Resources

BC ………………… Business Development & Contracts

QHSE ………………… QHSE Department

IT ………………… Information Technology

FI ………………… Financial Department

MN ………………… Maintenance Department

SS ………………… Supporting Services

Signature Authority

While General Manager approves the QHSE Manual and the Company Policies, he may delegate other process owners and managers, etc. to approve other types of documentation listed above.

## Issuing a Controlled Document

The initiating person / department shall identify to QHSE the distribution of the controlled document to ensure that the document is available at the appropriate processes. QHSE shall perform the following steps when issuing a new or revised controlled document:

Documents shall be identified in the appropriate document control baseline indicating the Document title and number, revision of the document and document holder or location.

ECDC QHSE Department will ensure new documents are issued and old copies recalled. The document shall be added to the appropriate document control baseline, indicating the document number, title, revision and date.

## Revising a Controlled Document

Controlled documents can be temporarily amended by authorized personnel. This includes hand-written amendments which are initialed and dated by the authorized person. The document will be revised and updated every 2 years review.

## Recall of Controlled Documents

When a controlled document is revised and reissued, it shall be done in accordance with par. 3.5, above. ECDC QHSE Department will not issue the new QHSE document until recall of the prior revision. Obsolete documents shall be immediately discarded. One copy of the obsolete document shall be maintained as a historical record. All historical hard copies shall be marked "OBSOLETE" along with the name (or initials) and date of the person who identified the document as obsolete. Historical copies are retained for purposes of configuration control and record information for 1 year or based on interested parties requirements.

## Document Control Baselines

ECDC QHSE Department shall maintain a listing of all controlled documents with limited edit access. The baseline shall indicate the number, title, and revision and issuance date of the controlled document. The location of the controlled document shall be indicated in the appropriate Document Control Baseline with the exception of forms.

## External Documents

Hard copies of external documents such as standards (IADC, ANSI, etc) client documents are verified annually as current against revision levels. Client will be contacted directly in the event that the information is not available.

## Standards and Specifications

ECDC ensures the timely review of all client standards/specifications.

## Uncontrolled / Reference Only Documents

Uncontrolled and Reference Only are terms used which have the same meaning. They must be verified as current prior to use and are for informational purposes only. They do not include documents required to ensure the quality of operation.

## Documentation Structure

Level 1 – ECDC QHSE Policies, Management system.

Level 2 – ECDC Procedures - provide detail on how ECDC functions and businesses will implement the components of the QHSE Management System. Specifically, these will describe how the ECDC Standards will be implemented.

Level 3 – ECDC Work Instruction & manuals - these provide the detailed implementation framework to deliver the QHSE risk controls and improvement processes.

Level 4 – ECDC record (forms / checklist)

ECDC Policies, Management system

ECDC Procedures & Manuals

ECDC Work instructions

ECDC records (forms / checklist)

## Documentation Format:

All ECDC Documents shall be same format as follows:

Used Font: Arial Narrow

Numbering style:

1. -----

1.1-----

1.1.1-----

A. -----

(1) -----

a. -----

# Responsibility



## General Manager

General Manager is responsible for the overall requirements of this procedure and approval of the system documentation.

## Document Controller

The Document Controller was assigned by QHSE manager and he is responsible for controlling and updating the MS document and for distributing the amended versions.

## Department

ECDC QHSE Department update QHSE document. Other Departments shall update their responsible document and do the same control measurement as QHSE department.

## Crew

All staff has a responsibility to follow up the latest procedures, amendments, or additions to existing procedures in accordance with the requirements of this procedure.

# Initiating Amendments

All staff can initiate changes or additions to the system documentation at any time. Requests to change or add documents to the system should be made to the Document Controller.

# Revision History

The control of revision history references the record ECDC-HR-PR-01-10-General Document Control Version A.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date** | **Author** | **Scope / Remarks** |
|  |  |  |  |

# Document Control

The control statuses of documents reference the record ECDC-HR-PR-1-10-General Document Control Version A.

# Distribution Control

The distribution statuses of documents reference record ECDC-HR-PR-1-10-Document Delivery Record v1.0. Document Controller is responsible for the distribution and registration of uncontrolled copies.

1. **Record**

## ECDC-QHSE-CL-*01*-Document Delivery Record v1.0

## ECDC-QHSE -CL-*02*-Document Delivery Register v1.0

## ECDC-QHSE -CL-*10*-General Document Control v1.0