

|                              |   |                                   |
|------------------------------|---|-----------------------------------|
| <b>BOROSIL</b><br>renewables | <b>BOROSIL RENEWABLES LIMITED</b>         | DOC. NO: L2/001                   |
|                              |   | ISSUE NO. / DATE: 01 / 12-02-2020 |
|                              | <b>PROCEDURE FOR CONTROL OF DOCUMENTS</b> | REV. NO: 01                       |
|                              |   | REV. DATE: --01.07.2023           |

## 1. Purpose

To lay down steps for the control of documents

## 2. Scope

All the documents pertaining to the documented IMS

## 3. Responsibility and Authority

RFEs and MR have responsibility for the implementation of this procedure. RFEs report to RFHs. MR Reports to Factory Manager.

## 4. Purpose

To lay down steps for the control of documents

## 5. Scope

All the documents pertaining to the documented IMS

## 6. Responsibility and Authority

RFEs and MR have responsibility for the implementation of this procedure. RFEs report to RFHs. MR Reports to Factory Manager.

## 7. Details

| S.N. | Activity  |  |             |             | Responsibility | Reference and Records |
|------|---|--|-------------|-------------|----------------|-----------------------|
| 4.1  | Ensure that various IMS documents viz. quality manual, quality procedures, work instructions and formats are dealt with as follows. | Item<br><br>IMS Manual<br><br>IMS Procedures<br><br>Work Instructions<br><br>Formats | Prepared by | Approved by | Issued by      | MR                    |
|      | IMS Manual  | MR, ISOC   | FM          | MR          |                |                       |
|      | IMS Procedures  | MR, ISOC   | FM          | MR          |                |                       |
|      | Work Instructions   | RFE  | RFH         | MR          |                |                       |
|      | Formats   | RFE  | MR          | MR          |                |                       |
| 4.2  | Obtain acknowledgement from receivers for the various manuals issued to them.   |  |             | ISOC        | -              |                       |

| PREPARED BY             | REVIEWED BY           | APPROVED BY                  | Page 1 of 3 |
|-------------------------|-----------------------|------------------------------|-------------|
| Mr.Hiren Dodiya<br>ISOC | Mr.Chayank Dave<br>MR | Mr.Anoj Singh,<br>Plant Head |             |
|                         |                       |                              |             |

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| S.N. | Activity   | Responsibility | Reference and Records |
|------|--|----------------|-----------------------|
| 4.3  | Maintain a Master List of Integrated Management System Documents (Manuals).  | MR             | MR/L4/001             |
| 4.4  | Ensure that a List of Documents of External Origin is maintained. Ensure that information is obtained about the current revisions and that the list is updated periodically. | MR             | MR/L4/003             |
| 4.5  | Ensure that applicable revisions of all documents are available at point of use.   | MR             | -                     |
| 4.6  | Ensure that obsolete documents are removed from the place of issue/use. In case those are retained for reference, mark them as 'Obsolete' or 'Superceded'.                   | RFE            | -                     |
| 4.7  | Ensure that the revisions to documents are approved by the same personnel/functions who has approved the original documents.   | RFE            | -                     |
| 4.8  | Ensure that changes to documents are indicated by a vertical bar, triangle containing revision number or by any other appropriate means.                                     | MR             | -                     |
| 4.9  | Ensure that Document Change Proposal received is assigned a unique identification number within three days of receipt.   | MR             | MR/L4/009             |
| 4.10 | Ensure that the revisions to IMS documents are made after the acceptance of DCP.   | MR             | -                     |
| 4.11 | In case of data storage in electronic media, ensure adequate backup and freedom from unauthorized access.  | MR             | -                     |

## 5. Abbreviations

| Abbreviation | Full Form                       |
|--------------|---------------------------------|
| IMS          | Integrated Management System    |
| ISOC         | ISO Coordinator                 |
| MR           | Management Representative       |
| FM           | Factory Manager                 |
| RFE          | Respective Functional Executive |
| RFH          | Respective Functional Head      |
| DCP          | Document Change Proposal        |
| SG           | Solar Glass                     |

| PREPARED BY             | REVIEWED BY           | APPROVED BY                  | Page 2 of 3 |
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## 6. Reference and Records

| Section   | Title  |
|-----------|--|
| L1/4      | Integrated Management System                                 |
| MR/L4/001 | Master List of Quality Management System Documents (Manuals) |
| MR/L4/003 | List of Documents of External Origin                         |
| MR/L4/009 | Document Change Proposal                                     |

| Revision No. | Description of Change made | Date       | Approved by |
|--------------|----------------------------|------------|-------------|
| 01           | Footer change              | 01.07.2023 | MR          |
|              |                            |            |             |
|              |                            |            |             |

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|                         |                       |                              |             |