	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/001
		ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR CONTROL OF DOCUMENTS	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.				MR	-
	<i>Item</i>	<i>Prepared by</i>	<i>Approved by</i>	<i>Issued by</i>		
	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	-

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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 In case those are retained for reference, mark them as 'Obsolete' or 'Superseded'.	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

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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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