

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-06

Document Control

To ensure that all documents, which can affect the company's quality, health, safety, environmental and energy performance, are available wherever they are essential and that any changes are authorised and approved.

Examples of Controlled Documentation

- i) All documents and forms contained within the QHSE Management system
- ii) All written work instructions.
- iii) Parts & Technical Manuals.
- iv) Service Bulletins.
- v) Work sheets.

Identification of Documents

- 1.0 All such documentation should be identified by a unique number, issue date and authorisation. This will identify that the document is controlled and procedures need to be followed when changes are made. This is necessary to ensure that old documents can be identified and withdrawn from use when a new revision is made and the users can identify that the latest revision is being used.
- 1.1 Displaced documents retained for archival, legal or other reasons must be clearly identified as such. The method of retention and identification is at the discretion of the individual but must be such that unintended use is prevented.

Document Creation/Change

- 2.0 The Quality, Health, Safety & Environmental (QHSE) Manager has the authorisation to make such changes to documents and procedures that in their opinion do not impinge on managerial authority without reference to the management group. In all other instances the following must be observed.
- 2.1 All requests for a document change or creation are to be made via the QHSE team.
- 2.2 The QHSE Manager will be responsible for the control of all QHSE Management System documentation.

Forms

- 3.0 The QHSE Manager has responsibility for the revision of all forms constructed by the QHSE team and used in the QHSE Management System.
- 3.1 The QHSE Manager will arrange posting of all forms on the company's intranet, so ensuring companywide accessibility.

Pre- Printed Forms

- 4.0 All pre-printed forms must be identified with appropriate authority and issue date.
- 4.1 Whilst it is recognised that a number of departments exercise a degree of autonomy in the printing of some forms, all changes to forms or forms newly created for use within the QHSE Management System must be approved.

Drawings/Non Standard Specifications etc.

- 5.0 Control/changes to Drawings, Non Standard Specifications NSS's etc. will be in accordance with the relevant procedures e.g. Drawing Control in the P5 manual.

Issue and Distribution

- 6.0 The issue and distribution of the QHSE Manual is an exclusive function of the QHSE Manager.
- 6.1 The QHSE Manual will be posted on the company's QHSE SharePoint and be freely accessible to all team members.
- 6.2 The QHSE Policy statement will be posted on all appropriate company notice boards and will be available on request to any interested party, including contractors, members of the public and external bodies. A copy of the policy also forms part of the document pack supplied to all new starters.
- 6.3 The QHSE Policy statement will also be available to anyone visiting the company's web site.

Manual Revisions

- 7.0 Concerned parties are notified of changes to the QHSE Manual and associated documents. The method of communication of changes will be decided by the QHSE Manager and may vary depending upon the significance of the change.

Records

- 8.0 The QHSE Manager will retain all revision notices on file for not less than 1 year from the implementation date of the new/revised document.
- 8.1 Record retention is specified in the respective procedures.