



Consolidated Construction Consortium Ltd

PROCEDURE NO. : CSP- 4.4.5

PROCEDURE FOR CONTROL OF  
DOCUMENTS

REV.NO. 0

DATE: 16-04-2008

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PROCEDURE FOR CONTROL OF DOCUMENTS

0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

: V G JANARTHANAM

**PROCEDURE FOR CONTROL OF DOCUMENTS****1.0 OBJECTIVE**

To ensure the availability of pertinent issues of appropriate documents / data to the users.

**2.0 SCOPE**

This procedure covers all activities performed at project sites and Offices.

**3.0 RESPONSIBILITY**

As defined in the procedure.

**4.0 PROCEDURE**

- 4.1 Head - HSE to release the documents (soft copies) in portable document files (pdf) as indicated in the Annexure to the users and has the document control.
- 4.2 Head - HSE to maintain 'Master List' of documents indicating the current revision status of the documents controlled by him.
- 4.3 Head - HSE to revise the documents when needed and release revised versions to the users. He shall update the master list, accordingly.
- 4.4 The HSE system documents are issued to the users through electronic system or controlled hard copies as necessary by Head - HSE.
- 4.5 In case of hard controlled copies issued, holders of the controlled copies are responsible for removing / destroying obsolete versions of documents on receipt of revised versions.
- 4.6 Head - HSE to maintain original signed documents as 'Master Copy' by identifying them in specific folders marked so.
- 4.7 Head - HSE to maintain applicable legal and other requirements & related records and ensure that they are current.



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**ANNEXURE**

**SUMMARY OF PREPARATION, APPROVAL AND CONTROL OF DOCUMENTS**

<b>Type of Documents</b>	<b>Prepared by</b>	<b>Approved by</b>	<b>Controlled &amp; Issued by</b>
1. HSE Management Manual	Head - HSE	DO	Head - HSE
2. HSE Procedures	Head - HSE	DO	Head - HSE
3. Operational Control Procedures (OCP)	Safety Engineer	Project Manager	Safety Engineer
4. Formats	Head - HSE	DO	Head - HSE
<b>DATA</b>			
1. Register of Regulation (ROR)	Head - HSE	DO	Head - HSE
2. Environmental Aspects & Impacts Record	Safety Engineer	Project Manager	Safety Engineer
3. Hazard Identification & Risk Assessment Record	Safety Engineer	Project Manager	Safety Engineer