

Documents are all numbered to comply with document control requirements

1.0 Purpose

1.1 This procedure describes the process for controlling the documents required for the OH&S management system at *YOUR COMPANY*.

2.0 Responsibilities

2.1 *Management* is responsible for assigning the authors to generate the documents.

2.2 The author is responsible for writing the document, creating related forms, getting a document number and submitting the document to the department manager for review.

2.3 *Department managers* are responsible for approving documents for their area of responsibility.

2.4 The *document control coordinator* is responsible for assigning document numbers, maintaining the master list, posting new and revised documents on the network, distributing hard copies of documents and revising documents.

2.5 All employees are responsible for reviewing the documents as they use them and submitting document change requests to update documents as necessary.

2.6 The *network administrator* is responsible for backing up the network daily.

2.7 *Production engineers are responsible for maintaining programs that control equipment. (If you have machine programs, controllers with programs or other software controlling your processes, the programs must be controlled.)*

Recommendations for customization are in blue type

3.0 Definitions

3.1 Definitions related to this procedure and document control are provided in the procedure 18QP-444 for documentation.

4.0 Equipment/Software

4.1 As listed in the software inventory spreadsheet F-445-002.

5.0 Instructions

5.1 Document Creation

5.1.1 When the need for a document is identified, *management* will assign an author for the document. Any employee may be assigned as an author for documents in their area of expertise.

5.1.2 The author writes the document and prepares related forms as needed for.

- § The OH&S Manual
- § Procedures
- § Work Instructions
- § Forms
- § Attachments
- § References
- § Templates

Requirements of the standard are all addressed





revision checklist, form F-445-004 to ensure that all steps are completed.

- 5.4.4 Revisions to documents go through the preceding document approval, identification and distribution steps. Document changes are approved by an individual in the same function that performed the original review and signed the original document indicating approval.
- 5.5 Obsolete Document Disposition
 - 5.5.1 One hard copy of the obsolete document is retained and marked "Archive Copy". The document change request is retained with the archived copy.
 - 5.5.2 The archive copy is maintained in a file in the *document control area*.
 - 5.5.3 Electronic versions of obsolete documents are marked "Archive Copy" and moved to an archive electronic folder for reference use.
- 5.6 Electronic Backup
 - 5.6.1 Company documentation is stored on the *company network*. An electronic backup is made *daily* by *the network administrator*.
- 5.7 Control of data
 - 5.7.1 All programs used for control of production equipment, calculations or analysis are controlled. They are listed on the software spreadsheet, F-445-002 with revision date and location of the program.
 - 5.7.2 *Production engineers maintain programs controlling equipment in a protected file. Operators use read only copies of the programs.*

6.0 Documentation

- 6.1 F-445-001, Master Document List
- 6.2 F-445-002, Software Inventory Spreadsheet
- 6.3 F-445-003, Document Change Request Form
- 6.4 F-445-004, Document Revision Checklist

Related forms, records and documents are referenced to comply with document control requirements

7.0 Attachments

- 7.1 None

8.0 Related Documents

- 8.1 Clause 4.4.5 of OHSAS 18001 standard
- 8.2 18QP-444, Documentation
- 8.3 *Master Document List Work Instruction (you may want to create this work instruction, such as WI-445-001 if required in your company)*

9.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	





