PROCEDURE

Control of Documents

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
Document No. and Name		QMS-PRO-017 Control of Documents Procedure		
Rev No	**Description**	**Prepared by**	**Checked by**	**Date**
0	New	Mackay Safety Consultants		10.06.2013
1	Modified to meet RSG process + reformat	E Wicks	L Strappazon G Wicks	23.09.2013
2	5.1 Controlled Docs – specify type, 5.2 Extra numbering convention, 5.4 Types of approval records, 5.7 Electronic back up deleted (contained in P-QA-006)	E Wicks	G Wicks	27.11.2013
3	Projects numbering convention	E Wicks		17.07.2014
4	Update Numbering Structure	L Strappazon	M Delaney	08.06.2016
5	Inclusion of clause 5.8	A Forrest	L Strappazon	07.09.2016
6	Remove and transfer responsibilities section to QMS-PRO-026 – Authority and Responsibilities Procedure.	A Forrest	L Strappazon	27.09.2016
7	Review	M Vorpagel	D McNeil	29.08.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 29.08.2019				

TABLE OF CONTENTS

1 PURPOSE

The elements of this procedure are designed to ensure documents identified as requiring control;

- are reviewed and approved for adequacy prior to issue and use,
- are reviewed, updated and re-approved as required,
- have changes and current revision status identified,
- are available at points of use in their current version,
- remain legible and readily identifiable, and
- are managed to prevent the unintended use of obsolete documents, and suitable identification is applied to them if they are retained for any purpose.

Registered Documents is a term which refers to all files contained in the Company's Management Systems.

2 SCOPE

This procedure is applicable to all of the company's documents subject to control and/or revision, whether it is being done at the Company's corporate office, or other site-based operations. Covering Management System documentation (including policies, procedures, management plans, work instruction, forms, etc)

Client generated documents will be controlled by the Clients Document Control Procedure which must be adhered to by the company's employees.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

Management System: Refers to the Quality, Safety and Environmental Management Systems.

Manual: The manual is the document for gathering all the information together and to correlate all the documents.

Management Plan: The project specific document for gathering all the information together and to correlate all the documents.

Policy: A Company Policy statement is a high level single page document defining a concise formal statement of principles for the company. It is issued under the signature of the Managing Director.

Forms: Documents that provide objective evidence of activities performed or results achieved. Forms can be designed to be completed by the user in electronic or hard copy format.

Documents: A document is of an informative or of a miscellaneous nature that needs to be available for reference and does not comply with another definition, e.g. forms, templates, instructions.

Procedures: A high level, overriding document that defines the requirements and the responsibilities pertaining to a process.

Registers: A record used to track information for a specific purpose (eg. asset register, vehicle register, or key register).

4 RESPONSIBILITIES

All Company employees and contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 PROCEDURE

5.1 Registered Documents

All new management system documents shall be provided to the Company for registering, formatting and approval prior to issue. Documents shall be developed on the appropriate document template (eg. Form template, procedure template, register template). Documents shall be recorded in the Document Control Register – QMS-REG-001.

Documents which must be controlled include, but are not limited to:

- HSEQ Manuals
- Mandatory Procedures
- Forms
- Registers

Documents are managed and distributed via the company Intranet http://intranet.reaygroup.com.au/. The Intranet can be accessed via the Reay Services Group internet home page (see top menu bar). Where access is not possible an "uncontrolled" version may be issued to the requestor.

Changes to system documentation shall be identified, with superseded documents archived electronically.

Note: Systems documentation becomes uncontrolled once printed or downloaded from the intranet onto a computer or server.

5.2 Numbering format of Registered Documents

All document numbers shall be in the form: **XXX-YYY-ZZZ**, and together with the revision shall be shown on all pages.

These numbers shall be based as follows:
XXX = Activity of origin:
Only the "Activity" codes as listed may be selected and applied.
Activity codes other than these will **NOT** be accepted.

Code	Description
ENV	Environment
HR	Human Resources
QMS	Quality Management System
TR	Training
WHS	Work Health & Safety

YYY = Type of document:

- Assessments ASS
- Documents DOC
- Forms FRM
- Manual MAN
- Management Plan MAP
- Policy POL
- Presentations PRE
- Procedures PRO
- Registers REG

ZZZ = Sequential Number:
A consecutive number shall be used to uniquely identify multiple documents, of the same type.

Revision numbering:

- MAJOR: shall be 0, 1, 2, 3 at subsequent major revisions.
- MINOR: shall be .1, .2, .3 at subsequent minor revisions (e.g. spelling mistake, error in position title).

A revision date shall be identified on all documents.

5.2.1 Project Documentation Numbering of Registered Documents

Where registered / controlled documents are developed and issued specifically for or by a project team they shall have the numbering convention (as described in Section 5.2) prefixed with a project specific number and recorded in the Document Control Register – QMS-REG-001.

- Prefixed number = Client Abbreviation. The prefix number shall represent the project the documentation is linked to.

Documents generated as a generic "projects" template and can be used as the basis of multiple projects documentation. Corporate office shall issue the project prefix numbering at the start of the project.

5.3 Document Layout

Format for Manuals:

Cover page font: Impact 36pt

Index page

Font: Header: Calibri 10pt

Table as below:

Document Review Record					Centred Calibri (Body) Bold 12pt Background Orange (Custom R-227 G-108 B-10) Font White
Document No. and Name		QMS-MAN-001 Quality Management System Manual			Left centred down Calibri (Body) Bold 11pt background grey font black / Left Calibri (Body) 11pt background grey font black
Rev No	**Description**	**Prepared by**	**Checked By**	**Date**	Calibri (Body) Bold 11pt background grey font black
0	New	Mackay Safety Consultants	E Wicks	10.06.2013	Calibri (Body) 11pt background white font black
Electronic approval by: **Name:** Brett Reay **Position:** Managing Director **Date:** 30.05.2016					Calibri (Body) Bold 11pt background white font black / Calibri (Body) Bold 11pt Background white and font black / Calibri (Body) 11pt Background white and font black
This document is the property of Reay Services Group. It must not be copied or reproduced in any way whatsoever and/or passed on to any third party without authority.					Calibri (Body) 8pt background grey font black

Black Line above footer

Footer: font: Calibri 8pt Format as per below:

Document: xxx-xxx-xxx | Revision: x | Date: 30.05.2016 l (uncontrolled when printed) Page x of x

Table of contents Header: orange Calibri 14pt

Layout of body:

Heading: Heading 1 Calibri 14pt Bold orange

Sub headers: Heading 2 orange Calibri 12pt Bold

Heading 3 orange Calibri 11pt

Body: Calibri 11pt black

Format for Procedures:

Cover page Header font: Line 1: Calibri 26pt white with orange background

Header font: Line 2: Calibri 14pt black with grey background

Index page

Font: Header: Calibri 10pt normal

Table as below:

Document Review Record					Centred Calibri (Body) Bold 12pt background orange (Custom R-227 G-108 B-10) font white
Document No. and Name		QMS-MAN-001 Quality Management System Manual			Left centred down Calibri (Body) Bold 11pt background grey font black / Left Calibri (Body) 11pt background grey font black
Rev No	**Description**	**Prepared by**	**Checked By**	**Date**	Calibri (Body) Bold 11pt background grey font black
0	New	Mackay Safety Consultants	E Wicks	10.06.2013	Calibri (Body) 11pt background white font black
Electronic approval by: **Name:** Brett Reay **Position:** Managing Director **Date:** 30.05.2016					Calibri (Body) Bold 11pt background white font black / Calibri (Body) Bold 11pt Background white and font black / Calibri (Body) 11pt Background white and font black
This document is the property of Reay Services Group. It must not be copied or reproduced in any way whatsoever and/or passed on to any third party without authority.					Calibri (Body) 8pt background grey font black

Header Page 2: Calibri 12pt Bold White Grey background

Table of contents Header: white Calibri 9pt with orange background

Footer format as per below: Calibri 8pt

Document: QMS-PRO-XXX | Revision: X | Date: 30.05.2016 I (uncontrolled when printed) Page x of x

Layout of body:

Heading: Heading 1 Calibri 14pt Bold orange

Sub headers: Heading 2 orange Calibri 12pt Bold

Heading 3 orange Calibri 11pt

Body: Calibri 11pt black

5.4 Standards and legislative documents (acts / regulations / codes)

All Standards shall be purchased and maintained on the Company network. Legislative documents shall be sourced on-line from The Office of the Queensland Parliamentary Council. Automated updates have been activated so that changes to legislative documents may be monitored.

Any printed or computer stored copy is uncontrolled and should be checked for status prior to use.

5.5 Registering, Reviewing, Approving, Notifying and Distribution

All management system documents prepared shall be reviewed by the Managing Director and/or General Manager (or nominated delegate) to ensure consultation has been completed, formatting and content is acceptable.

Where a new document or form has been created, the file is to be saved under the ''to be controlled or filed'' folder under the company data document control system. The HSEQ system administrator is to be notified and the approval process for the Company's registered documents shall be performed as per the following:

- The HSEQ System Administrator (or nominated delegate) will check to see if the document (or similar) already exists.

- The HSEQ System Administrator (or nominated delegate) will format the document and obtain the correct registered number and provide all relevant registering details on the form (revision number, prepared by, checked by).
- Document/form etc. are provided to the Managing Director and/or General Manager (or nominated delegate) for approval.
- Record of approval shall be retained, these may include emails, meeting minutes records or hard copy approvals.
- Once approved the HSEQ System Administrator (or nominated delegate) will save the document in the relevant file.
- On completion of the approval process the HSEQ System Administrator (or delegate) is to communicate the inclusion of the new or amended document to the work force (this is done by uploading to the company Intranet).
- Document shall be authorised prior to issue, clearly show a revision number, and have the status updated on the Document Control Register. All controlled documents must be listed and any changes recorded on the Document Control Register (QMS-REG-001).

Management system high level documentation shall be reviewed as required or as a minimum every two years; this shall include policies, manual, and procedures. Other documentation including forms, documents, registered shall be reviewed as required.

NB. Nominated delegate shall also include delegation of responsibility to the Project team (including Project Manager holding the authority to approve project specific documentation and Project Administrator with responsibility for Document Control functions)

5.6 Project / site documentation

Project / site documentation shall be maintained within the applicable project / site filing system. Upon completion of the project / site operation these should be transferred to Corporate Office for archiving.

5.7 Obsolete or superseded documents

The HSEQ System Administrator (or nominated delegate) is responsible for the updating and disposal of the obsolete and superseded documents.

Obsolete documents will either be:

a) destroyed; or

b) removed from points of circulation.

One electronic copy will be kept in the Archived Documents and Records Folder at Corporate Office. After the designated retention period the documents may be destroyed.

5.8 Withdrawing obsolete or superseded documents

Should an obsolete or superseded system document require withdrawal and reissue the HSEQ system administrator (or nominated delegate) is responsible for ensuring:

- The approval process outlined in clause 5.5 of this policy is adhered to.
- Ensuring the system document is re-listed on the document control register.

5.9 Review of Documents

Review of Manuals, policies, procedures, forms, registers and documents shall be undertaken in accordance with QMS-REG-032 HSEQ Audit Schedule or on an as required basis.

6 REFERENCE DOCUMENTATION

QMS-REG-025 Project Document Control Register
QMS-DOC-001 HSEQ Records Archive/Retentions Matrix
QMS-PRO-026 – Authority and Responsibilities Procedure
QMS-REG-001 – Document Control Register