AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

DOCUMENTED INFORMATION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue.	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

1.1 The purpose of this process is to provide specify actions necessary to create and control documents and data within the company. It specifies formats for various documents, change control system, external document control and instructions for use.

1.2 The purpose of this process is to establish a system for maintenance and control of QHSE records and ensure their easy to identify and retrieve.

2. SCOPE:

This process applies to QHSE in all functions of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

3. RESPONSIBILITIES:

QHSE Management Representative (MR) has responsibility for directing activities relating to this procedure. Also, Managers are responsible for implementing this procedure in their respective divisions.

4. PROCEDURE:

4.1 Employees identify the need of a document. Prepare the draft document and send it to MR / MANAGING DIRECTOR for review.

4.2 Review the draft document with concerned Section Heads to establish the need and subsequent approval of document and getting their approval on the Draft Document.

4.3 Management Representative Allot unique identification number to the QHSE related documents. The format of the numbering scheme is as follows:

SN	PUPOSE	ACTION/DETAILS	PROCEDURE
1	Identification and description	A title, Document Code and reference number	AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C., Document Title, Issue Date, Revision Number & Document Code **Document Code:** **Manual:** IMS-MN-XX **Procedure:** IMS-PROCEDURE CODE-PXX **Form**: IMS-PROCEDURE CODE-FXX

			<u>Work Instruction</u>: IMS-PROCEDURE CODE-WIXX Where “XX” is the series number
2	Format	Language	English
3	Media	Paper and Electronic	both (Paper and Electronic)
4	Suitability and adequacy	Review - Approval –	Review - By the Management Rep. Approval – MANAGING DIRECTOR

4.4 After the preparation and numbering of documents, these are reviewed and approved by the competent authorities. The following personnel are reviewing and approving authorities related to various QHSE system documents:

Type of Document	Prepared by	Approved by
QHSE Manual	Management Representative	MANAGING DIRECTOR
QHSE Procedures	Management Representative	MANAGING DIRECTOR
Work Instructions	Management Representative	MANAGING DIRECTOR
Forms/Format	Management Representative	MANAGING DIRECTOR

4.5 These are then entered in to the Master List of documents along with their revision number and Effective Date by Management Representative.

Issue Control

i. Management Representative Maintain one set of hard copy of the documents duly approved (with original signatures) to demonstrate the current documentation. This hard copy will also be for reference purposes by MR & auditor.
ii. Management Representative Distribute the documents as Hard / Soft Copies then, for hard copy mark main page of the document with a rubber stamp as **“CONTROLLED DOCUMENT”** and for soft copy mark the main page with water mark as **“CONTROLLED DOCUMENT”.** Distribute controlled copies of documents for implementation.
iii. A controlled document must meet the following conditions:
iv. It must be numbered or coded according to the defined numbering scheme

v. It must be reviewed and approved before issue
vi. Changes to these documents must be authorized and controlled.
vii. Maintain the issue status, revision status and document distribution in Master list. For every change, the revision number is incremented and updated. After every 09 revision the issue number is incremented and updated. Once the issue number is updated the revision number starts from 00.
viii. Any controlled documents printed & is without CONTROLLED DOCUMENT stamp is considered as **"UNCONTROLLED".** Such documents shall not be used for any practical purposes, except learning interest, training. It would be the responsibility of the individual to ensure availability / access to the latest documents available.
ix. If any software is used in the organization, it shall be controlled. The validity and accessibility of the data shall be ensured and controlled. Wherever applicable, backup shall be maintained by the concerned personnel. Management Representative Take the backup of all documents once in a month and keep in different place and maintain Data Backup record accordingly.

Document Changes

i. Any person can initiate changes in QHSE manual, QHSE procedures, QHSE Forms, Work Instruction and QHSE plans by filling in document change proposal (DCP) The DCP is signed by the concerned departmental head and sent to Management Representative. Management Representative will review the nature of changes requested and approves the Document Change Proposal. After the approval, Management Representative incorporates the changes in the concerned document and describes the nature of change on the amendment sheet.
ii. Authority approves the revised document. The revised document is then distributed to all the concerned persons by document distribution list and the obsolete Documents are retrieved. Obsolete documents are either destroyed or stamped "OBSOLETE" and properly identify it. One copy of obsolete document is maintained for record purposes.

4.5 External Documents Control

i. Following documents used in the company are of external origin:
   a) Legislation and regulations
   b) Customer supplied Requirement
   c) Product standards/specifications
   d) Customer Requirement Data
ii. Maintain a list of External documents determined necessary by company and keep them updated.
iii. External documents will be used for reference only and shall be replaced to their origin whenever concern person use it. Maintain distribution records.

4.6 Control of Records

i. The Department Heads Identify the QHSE information /data / records required to be maintained in the department / section and including QHSE files and project files.

(NOTE: Document generated by project need only to be maintained in project file can be hard or soft copy)

ii. Management Representative/Department Heads Keep Record matrix, giving details of records to be maintained along with the retention period, authority for disposing and method of disposing of records.

iii. Management Representative/Department Heads will maintain active files / registers / books for these records. Ensure that the records are not lost / damaged and are kept in Safe custody with access to authorized personnel and ensure that the records are kept at their designated locations.

iv. At the designated locations, indicate the file number and Title of record for easy Ensure that the records are legible retrieval. Make available the records to customer or his representative, if contractually required, within the retention period as agreed with the customer.

v. At the end of the retention period, review the records and decide on which records are to be retained and which are to be disposed off. For the records to be retained indicate the file reference, location to be shifted and retention period and shift to the Record Room/Cabinet.

vi. For the records to be disposed off, dispose off by shredding / tearing / burning / recycling / erasing or any other stated method in record matrix.

5. RECORDS / DOCUMENTS:

Document Change Proposal	IMS-DI-F01
Masterlist of Documents	IMS-DI-F02
Document Distribution List	IMS-DI-F03
Masterlist of Files	IMS-DI-F04