01. Document Control Procedure

- Preparation, review and approval of documents
- Document numbering and revision control
- Distribution and obsolete-document control
- **Flowchart:** Document → Review → Approval → Issue → Distribution → Revision

02. Record Control Procedure

- Identification and storage of records
- Retention periods
- Retrieval and disposal
- **Flowchart:** Create Record → Review → File → Maintain → Retain → Dispose

03. Procurement Procedure

- Purchase requisition
- Supplier/subcontractor evaluation
- Quotation comparison
- Purchase order
- Material receiving
- **Flowchart:** Requirement → PR → Quotation → Evaluation → Approval → PO → Delivery → Inspection

04. Supplier & Subcontractor Evaluation Procedure

- Prequalification
- Technical/commercial evaluation
- Approval
- Performance monitoring
- Re-evaluation

05. Material Receiving & Inspection Procedure

- Delivery inspection
- Material approval verification
- Quantity/condition checking
- Storage and identification
- **Flowchart:** Delivery → Document Check → Inspection → Accept/Reject → Storage

06. Inspection & Testing Procedure

- Inspection requests
- ITP implementation
- Testing requirements
- Inspection records

- **Flowchart:** Work Ready → Internal Inspection → IR → Consultant Inspection → Acceptance/Rectification

07. Non-Conformance / NCR Procedure

- Identification of non-conformity
- NCR issuance
- Root-cause analysis
- Corrective action
- Verification and closure

08. Corrective Action Report (CAR) Procedure

- CAR identification
- Root cause
- Corrective/preventive action
- Verification
- Closure

09. Equipment & Machinery Maintenance Procedure

- Equipment register
- Preventive maintenance
- Breakdown maintenance
- Maintenance records
- **Flowchart:** Equipment Register → Inspection → Maintenance → Test → Release for Use

10. Calibration Control Procedure

- Calibration register
- Calibration schedule
- Identification of calibrated equipment
- Out-of-calibration equipment control
- **Flowchart:** Identify → Schedule → Calibrate → Verify → Label → Record

11. Training & Competency Procedure

- Training needs identification
- Training plan
- Competency assessment
- Training records

12. Internal Audit Procedure

- Audit planning

- Auditor assignment
- Audit execution
- Findings
- Corrective actions
- Follow-up and closure

13. Customer Complaint Procedure

- Complaint registration
- Investigation
- Corrective action
- Customer response
- Closure

14. Site Quality Control Procedure

- Work inspection
- Material control
- ITP compliance
- Quality records
- Site documentation

15. HSE Internal Procedure

- Risk assessment
- Toolbox talks
- PPE
- Incident reporting
- Emergency response
- Site inspections

16. Project Handover Procedure

- Inspection completion
- Snagging
- Testing & commissioning
- As-built drawings
- O&M manuals
- Final handover

Process Flowchart Format

Each procedure can include a simple professional flowchart such as:

START
↓
Identify Requirement
↓
Prepare Request / Document
↓
Review by Responsible Person
↓
Approval
↓
Implementation
↓
Inspection / Verification
↓
Record & Filing
↓
Corrective Action if Required
↓
Closure
↓
END