

**PROCEDURE
FOR
CONTROL OF
PROJECT DOCUMENTS**




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DOCUMENT NO: PP-07

REVISION O

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 ISO 9001 requires sound and practical procedures to ensure correct handling and control of project documents, which comply with the Standard's regulations.
- 1.2 The purpose of this procedure is to set the requirements for the control of project documents within the company.

2 RESPONSIBILITY FOR IMPLEMENTATION

- 2.1 Project Manager of the project, secretaries or other administrative staff who assist the Project Manager.

3 REFERENCES

ISO 9001:2000	Clauses 4.2.3
Document No. QS-01	Quality Manual
Document No. PP-05	Preparation, issue and revision of project documents
Document No. PP-16	Maintenance of records and archiving

4 IMPLEMENTATION

- 4.1 All project documents shall be controlled and maintained by the Project Manager and his administrative staff.
- 4.2 All of the project documents dealing with projects shall be divided into the following subsections:
 - 1. "Letter of Appointment"
 - 2. "Invoices"
 - 3. "Design Documents"
 - 4. "Material"
 - 5. "Contractors"
 - 6. "Site Meeting"
 - 7. "Correspondence"
 - 8. "Commissioning"
- 4.3 The Project Manager shall determine personnel authorization to the project documents. This action serves as a means to ensure that only required staff has access to the documentation.

- 4.4 All project documents shall be maintained and controlled by being stored separately in relevant files. The Project Manager must control all project documents and data that are relevant to quality.
- 4.5 The Project Manager is furthermore responsible for ensuring that:
- all project documents are approved before use
 - all obsolete project documents and data are identified, accordingly disposed of, and noted as such
 - all current up-to-date project documents are identified and are available to relevant staff
- 4.6 The activities stated in paragraph 4.5 must comply with the procedures set out in Procedure Document PP-05.
- 4.7 The maintenance of all project documents and their records must comply with the procedures laid out in paragraph 4.3 and 4.7 of the Procedure Document PP-16.

5 ATTACHMENTS

None.