**Gastech Australia Pty Ltd**

**HSE Procedure**

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| **Rev Number** | **Summary of Revision** | **Signed (Director)** | **Date** |
| **Rev 0** | **New Procedure** |  |  |
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**Document Control Procedure**

**Procedure 4.4.5**

***“Gastech Committed to HSE”***

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# 1. PURPOSE

The purpose of this Procedure is to ensure that all documents at Gastech are developed in a consistent format, through consultation where applicable, and to ensure that documents are controlled so that only the latest revisions are available to Gastech personnel.

# 2. SCOPE

This Procedure is applicable to all Gastech offices and operations and all Gastech employees and provides detail of:

* Development, review, approval and release of new documents
* Development, review, approval and release of revised documents
* Format of documents
* Numbering of new documents and revisions
* Registration of documents and removal of obsolete documents

This Procedure is supported by *PR/HSEQ/02 Gastech Procedure for Records Management.*

# 3. DETAIL

## 3.1 Overview

Effective document control is a key component of any management system. Document control at Gastech ensures that only the latest revisions of documents are available to the workforce and, as a result, assists in ensuring quality services are provided, and safe and environmentally sound operations and associated activities are maintained.

The majority of documents within the Gastech Management System are subject to change and continual improvement over time. This occurs as a result of experience, lessons learned processes and changes to requirements. It is therefore important to ensure that only the latest documents, which reflect these changes, are available to the workforce.

## 3.2 Controlled Documents

All controlled documents at Gastech are produced in colour. These controlled documents are available at Gastech operations and offices in electronic format and hard copy format. A Register of Controlled Documents is maintained by the Gas Tech Director. This Register must provide:

* Title
* Number
* Rev Number
* Summary of reason for revision
* Reviewed by name
* Approved by name
* Date of approval

A register template is provided in [Appendix 2](#_APPENDIX_2:_Controlled).

Controlled documents must only be photocopied in black and white. Any black and white photocopy of a controlled document must be viewed as un-controlled, until confirmed otherwise by referring to the Revision Number on the Register of Controlled Documents. All Gas Tech personnel have key responsibilities to:

* restrict copying of controlled documents as far as is practicable
* only copy controlled documents in black and white
* always determine that the correct document revision is available before using any document (check the revision number)
* destroying all non-controlled documents when new revisions are issued

## 3.3 Document Formatting

Key Documents at Gastech are as follows:

* Overviews
* Manuals
* Plans
* Procedures
* Policies
* Tools, Forms and Templates

The number system for documents is as follows:

* O (for overviews)
* M (for manuals)
* Pl (for plans)
* Pr (for procedures)
* Po (for policies)
* To (for tools)
* Te (for templates)
* F (for forms)

The above abbreviations must be followed by either:

* /HSE (Health Safety Environment)
* /Q (Quality General)
* /HSEQ (if related to the Gastech system as a whole)
* /T (technical)
* /Op (operations)

All documents must have a cover page, contents page and headings according to the Procedure Template at [Appendix 3](#_APPENDIX_3:_Procedure).

* **Training and Competency:**Requirements for training in the Procedure itself and requirements for specialised training in the subject area (external and internal) must also be summarised
* **Appendices*:***Appendices will provide tools and forms (preferably as embedded objects) and other information which is referenced in the Procedure
* **Responsibilities:** Key responsibilities must be defined for key position at INP which has the responsibility to implement any requirement associated with the Procedure. Where relevant, general requirements must be included for all employees and contractors.

The following headings may be used where relevant:

* **Related Documents:** Internal or external documentation where additional information can be obtained or which is related to the Procedure subject
* **Definitions/Abbreviations:** Definitions or abbreviations, which are critical to understanding the document. Technical definitions are generally not included within Procedures unless absolutely necessary for successful implementation of requirements

For ease of reading, all Procedures must utilise bullet points as much as possible (refer this Procedure). Procedures must be “straight to the point” and must not allow for deviations from the process to which the Procedure relates.

Procedures are **mandatory** requirements.

In developing Procedures, it is good practice to:

* Think through the process to which the procedure relates
* Define who is responsible for implementing various stages of the process
* Consider what involvement is required from all employees and contractors. Developing a flow diagram can assist in this thought process

The following requirements apply to text and formatting for Procedures:

* Main headings (Heading 1) – 16 font, capitals, bold, Cambria (Headings), Font Colour: Dark Red
* Sub headings (Heading 2) – 13 font, non-capitals, bold, italics, Cambria (Headings), Font Colour: Dark Grey
* Headings 3 – 11 font, bold, Cambria (Headings), Font Colour: Black
* Text – justified – 11 font , Calibri (Body), Font Colour: Black
* Bullet points – square
* Number pages top right eg ‘1 of 2’
* Footer at left-Document Number
* Footer at right-Date of Revision
* No full stops after each bullet point
* Figure headings 12 font, Calibri, bold, Font Colour: Black
* Appendices- Heading 2

## 3.6 Policies

Gas Tech policies must use Calibri size 16 as the document header and Calibri size 11 for the body. The Gas Tech logo must be used at the top of the page. The footer must contain the Policy number, Revision and Revision Date.

If a Policy is related to a particular Procedure, that Procedure number will follow “Po”, then by /HSE, /Q or /HSEQ and a number allocated to that Policy.

## 3.7 Forms, Tools and Templates

Because of variation in Forms, Tools and Templates, the title, revision number and page numbers must be shown on each form. The Gas Tech logo must be included on all Forms, Tools and Templates.

If a form, tool or template is related to a particular Procedure, that Procedure number will follow “F”, “To” or “Te”, then by /HSE, /Q or /HSEQ and a number allocated to that Form, Tool or Template.

## 3.8 Process for Document Development and Amendments

For new documents, and revision to controlled documents, verbal approval from a Gastech Manager or Director must first be obtained.

Once verbal approval has been provided by a Manager or Director, a copy of the new draft document or revised document must be provided to the Director with an Approval Request for a New Document or Document Revision ([Appendix 1](#_APPENDIX_1:_Approval)). For a revised document, amendments must be highlighted in the text.

For revised documents, the front cover of the document must be marked ‘Draft Amendments for Review and Approval’. For new documents the front cover must be marked ‘Draft New Document for Review and Approval’.

Final approval will be provided by the Gastech Director after review and discussion with other interested parties. Additional amendments may be required and the document may need to be re-submitted until an acceptable document has been produced.

Once approved, new documents are provided with a unique reference number in compliance with this Procedure or, in case of amended documents, a new revision number. The Document Register is then updated. For amended copies, old hard copy documents must be disposed of.

The overall process for document development and approval is depicted in Figure 1:

**Figure 1: Document Development and Approval Process**

# 4. TRAINING AND COMPETENCY REQUIREMENTS

All Gastech employees must be made aware of this procedure via attendance at a training session.

# 5. RESPONSIBILITIES

## 5.1 Gastech Directors and Managers

The Gastech Directors and Managers must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* formally audit compliance with this Procedure on a yearly basis
* ensure that new documents and amended documents are reviewed and approved as required
* ensure interested parties are consulted in relation to new and amended documents
* ensure new documents are provided with a unique identification number
* ensure that amended documents are provided with a new Revision Number
* update the Document Register as required

## 5.2 Supervisors and Managers

Gastech Supervisors and Managers must:

* provide input into development and amendment of documents
* ensure training and instruction is provided in relation to new documents and amendments to documents

## 5.3 Employees

Gastech Employees must:

* complete an *Approval Request for a New Document or Document Revision* for all new documents and document amendments
* ensure all documents are developed using the templates provided