

**SHAH PROMOTERS & DEVELOPERS****Quality System Procedure**

<b>LIST OF PROCEDURE</b>	<b>Rev./Issue No.</b>	01/01	<b>Rev./Issue Date</b>	12/03/2013
	<b>REF. NO.</b>	Procedure List	<b>PAGE NO.</b>	01 of 06

**1.0 Purpose :**

This procedure outlines the method for document control to ensure that the pertinent revisions of the documents are available with the user.

**2.0 Scope :**

Applicable to all documents and data related to documented quality system generated internally and externally

**3.0 Responsibility :**

**Management representative**

**4.0 Procedure**

- 4.1 Control of quality system manual : (level- 1) The procedure for control of quality system manual has been described in Quality manual Itself
- 4.2 The preparing, approving & issuing authority for the various levels of documents is as follows:

<b>LEVEL</b>	<b>DESCRIPTION</b>	<b>PREPARING AUHTORITY</b>	<b>APPROVING AUHTORITY</b>	<b>ISSUING AUHTORITY</b>	<b>MASTER COPY WITH</b>
01	Quality System Manual	M.R.	Partner	M.R.	M.R.
02	Quality System Procedure	M.R.	Partner	M.R.	M.R.
03	CHECK LIST	Site Engineer	GM Projects	M.R.	M.R.
	Lists	M.R.	MR/MD	M.R.	M.R.
	Project Plan / Schedule	Coordinator Planning	GM Projects	M.R.	M.R.
04	Formats	M.R.	Partner	M.R.	M.R.

<b>STATUS OF DOCUMENTS</b>	<b>MASTER COPY</b>	<b>CONTROL COPY</b>	<b>OBSOLETE COPY.</b>
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<b>SHAH PROMOTERS &amp; DEVELOPERS</b>		<b>QUALITY SYSTEM PROCEDURE</b>	
<b>TITLE : CONTROL OF DOCUMENTS</b>			
<b>DOC. NO. :</b> SPD/QSP/Control of Documents	<b>ISSUE NO.:</b> 01	<b>ISSUE DATE:</b> 12/03/2013	
<b>REV. NO.:</b> 01	<b>REV. DATE:</b> 12/03/2013	<b>PAGE NO.:</b> 02 of 06	

#### 4.3 DOCUMENT NUMBERING SYSTEM:

<b>FOR QUALITY SYSTEM MANUAL:</b>	<b>FOR CLAUSE REQUIREMENTS</b>
<b>FOR SUPPORTING CHAPTER</b>	QSM/XX:
QSM/XX: QSM – Quality System Manual XX- Serial nos. in alphabetical order	QSM – Quality System Manual XX- Serial nos. in numerical order
<b>FOR QUALITY SYSTEM PROCEDURE</b>	
SPD/QSP/XXXX SPD – Shah Promoters & Developers QSP - Quality System Procedures XXXX- Serial nos. in numerical order /subject title	
<b>FOR CHECK LISTS AND LISTS:</b>	
SPD/YYY/XX/ZZ XX- Type (L – Lists) YYY- Departmental codes ZZ- Serial nos. in numerical order	<b>DEPARTMENTAL CODES :</b>
<b>FOR DRAWINGS:</b>	CON – CONSTRUCTION
AS PER CUSTOMER DRAWING SL.NO. XX	PUR- PURCHASE
<b>FOR FORMATS:</b>	ADMN- ADMINISTRATION
XXX – FYY-ZZ	PLG – PLANNING
F – Formats	MR- Management Representative
XXX- Departmental codes	CDM – Wind Power Generation
YY- Serial nos. in numerical order	
ZZ- Revision status	
NOTE: Revision no. will be given on formats after first revision only. (for 00 revision status on formats will not shown)	

#### 4.4 DOCUMENT IDENTIFICATION :

All Quality Systems Manuals, Procedures and Annexure (Supporting Documents) have their reference number, revision number, page number, title as appropriate. Each document has unique identification.

For formats, when revision will be there, shall have current revision no. All formats shall have unique identifications

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<b>REV. NO.:</b> 01	<b>REV. DATE:</b> 12/03-2013	<b>PAGE NO.:</b> 03 of 06	

**DOCUMENT STATUS IDENTIFICATION:**

All documents shall have identifications on documents itself as:

- **MASTER COPY : Blue Color on back side of each page**
- **CONTROLLED COPY : Red Color on Front bottom of each page.**
- **OBSOLETE COPY : Red Color on Front side of each page.**

**4.5 ISSUE CONTROL :**

- Issue control authority and maintenance of master copies all documents is described in first page of this procedure.
- Master copy is used for taking photocopies for the purpose of issuing copies.
- Record of issue is maintained in Record of Revision and Distribution in master list cum records of distributions and kept with master copy only.

For 01 issue documents the revision status is 00. Whenever there is any change in particular document the revision number is raised as 01, 02 to 09.

- The issue number is raised from 01 to 02 in following circumstances.
  - a) Whenever there is any major change in ISO 9001 : 2008 requirements.
  - b) Major changes in Company's Organization.
  - c) Whenever Revision number of any particular document will go above 09.

**4.6 CHANGE CONTROL:**

- The employee who desire or suggests any change in the document shall raise the issue with MR. MR reviews that change with approval authority of the document and takes decision whether to revise that document or not
- If the document is to be revised, MR shall revise that document and take the approval from the authority that has originally approved the document.
- The nature of document changes is communicated to all concerned through giving details of changes with basis for revision on the last page of the documents itself. Current changes shall be highlighted by underlines and italics.
- All the lists shall be updated once in a three months.

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<b>REV. NO.:01</b>	<b>REV. DATE: 12/03/2013</b>	<b>PAGE NO.: 04 of 06</b>	

- MR issues the revised document to all concerned to all as detailed in master list cum records of distributions cum record of revision and distributions.
- MR ensures that all the obsolete copies are received back from concerned persons. All obsolete copies shall be destroyed except master copies.
- MR retains the master copies of obsolete documents for one year from the date of revision or up to next revision.

**4.7 DOCUMENT MASTER LIST WITH RECORDS OF DISTRIBUTION:**

- MR has a master list cum records of distributions of all documents, which shows the current issue status and revision status of the document with records of distributions. ( SPD/MR/F07) & ( SPD/MR/L03)
- Whenever there is any revision in the document MR updates master list cum records of distributions of that particular document with records of distributions.

**4.8 RESPONSIBILITY OF USER DEPARTMENT :**

- It is responsibility of all controlled copyholders to maintain the updated copies and remove the obsolete copies from use.
- All controlled copyholders shall available relevant procedures, work instructions, formats and any other documentation to the employees working under them. They ensure that procedures and work instructions are understood and implemented day to day working by concerned persons.

**4.9 CONTROL OF EXTERNAL ORIGIN DOCUMENTS:**

- The external originated documents are as follows:
  - ❖ National / International Standards
  - ❖ Customer Drawings and Specifications
  - ❖ Wind Power Generation Documents related to Proposal, Contracts, Specifications, Power Purchase Agreements, Generation reports etc.

All the external Originated Documents are received by the concerned Process Heads and approval of MD obtained before future reference of the same / Execution.

If any changes are required / identified in these (External Orig) Documents the same will be taken to the document Originator and followed with Doc Change Note. ( SPD/MR/F09)

And details are maintained in ( SPD/MR/L05)

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<b>DOC. NO. : SPD/QSP/Control of Documents</b>	<b>ISSUE NO.:01</b>	<b>ISSUE DATE:12/03/2013</b>	
<b>REV. NO.:01</b>	<b>REV. DATE:12/03/2013</b>	<b>PAGE NO.: 05 of 06</b>	

#### **4.9.1 NATIONAL/ INTERNATIONAL STANDARDS**

- M.D. at the time of contract review identifies the need for new standards based on:
  - ❖ Customers Specifications and drawings
  - ❖ Work instructions, Process parameter developed for process control
  - ❖ Quality systems required.
  - ❖ Controlled plans developed for carrying out inspections and manufacturing activities.
  - ❖ During the Contract review for the new Wind Machine Purchase.
- MR arranges to procure the relevant standards from appropriate standards body & maintains the list of the same indicating the latest revisions ( SPD/MR/L01)
- MR collects the latest revision status of the standards by registering to standard registration agencies or through Internet or by collecting information on latest revisions by sending letters to government authorized agencies such as B.I.S.
- Any employee in the Company can refer the standards available by request to MR & MD.

#### **4.9.2. CUSTOMER DRAWINGS AND SPECIFICATIONS:**

- All the standard, Specifications, Drawings etc. are received by Project Manager & In charge CDM respectively.
- Project Manager maintains the list with details of the drawings / specifications (SPD/MR/L02)
- In charge CDM Maintains the List of the Customer Specifications in (SPD/MR/L02) for Wind Power Generation related.

#### **4.10 CONTROL OF DATA STORED IN ELECTRONIC MEDIA**

- Utmost care shall be taken while storing data in electronic media.
- Only authorized users shall be allowed to use the data.
- Wherever possible, data shall be protected by providing passwords.
- Regular back up shall be taken to avoid data loss / damage / corrupted. If back up is taken on floppies, information of current date of back up with signature of person whom back has been taken shall be kept on floppies itself by using stickers.

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<b>REV. NO.:</b> 01	<b>REV. DATE:</b> 12/03/2013	<b>PAGE NO.:</b> 06 of 06	

- Data shall be protected from viruses by using latest anti-virus programs. On each computers, planning of scanning by using latest anti-virus shall be demonstrated.

## 5.0 REFERENCES

<b>DOCUMENT REFERENCES</b>		
<b>SR. NO.</b>	<b>NAME OF DOCUMENTS</b>	<b>DOC. REFERENCE NO.</b>
01	List of Standards	SPD/MR/L01
02	List of Drawings	SPD/MR/L02
03	Master List of Records	SPD/MR/L03
04	List of External Originated Documents	SPD/MR/L04
<b>RECORD REFERENCES</b>		
<b>SR. NO.</b>	<b>NAME OF RECORDS</b>	<b>RECORDS REFERENCE NO.</b>
01	Master list of documents	SPD/MR/F07

<b>DETAILS OF LATEST CHANGES :</b> NIL	<b>BASIS FOR LATEST CHANGES :</b> FIRST ISSUE
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<b>PREPARED BY :</b> MR	<b>APPROVED BY :</b> Partner
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>

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