	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-08
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1.0 PURPOSE:

To establish, implement & maintain a procedure for control of EOHS Management system documents to ensure that

- ❖ Relevant authority approves all documents prior to issue, review and update the documents as & when necessary, re-approve & update the current revision status of the document for easy retrieval.
- ❖ Relevant version of applicable documents are available at the point of use
- ❖ Obsolete documents are properly identified and controlled to prevent unintended use
- ❖ Documents of external origin are controlled.

2.0 SCOPE:

Applicable to all Environmental, Occupational Health & safety Management System documents maintained at KFL.

3.0 RESPONSIBILITY:

EOHS Management Representative & All dept HODs.


4.0 DEFINITIONS:

EOHS – Environmental, Occupational health & Safety

5.0 PROCEDURE:

5.1 All the documents are identified with proper document number, revision number, revision date and page number, Revision number starts with “00” and incremented during every revision. Current version of the Manual (Level I) and Documents (other levels) are indicated in the Amendment Record Sheet and Master List of Documents. (EOHS-ML-02)

	Prepared By	Reviewed By	Approved By
Signature			
Name	Mr.Santosh Kasalkar	Mr.Kiran Ambike	Mr.K.V.L.N.Murty
Designation	Asst.Manager-SHE	EOHS MR & VP-QA, Engg	C.E.O
Date	02.04.2012	02.04.2012	02.04.2012

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5.2 Document Codification:


The four tiers of documentation system that are followed in KFL are as follows:

Doc. Level	Type of system	Description	Prepared by	Reviewed by	Approved by
I	EOHSM	Environmental, Occupational Health & Safety Management System Procedure Manual	EOHS MR	CEO	Managing Director
II	EOHSP	Environmental, Occupational Health & Safety Management System Procedure	Safety Officer	EOHS MR	CEO
III	OCP/ MMP/MP	Operational Control Procedure / Monitoring & Measurement Plan/Management Program	CFT	Dept HODs	EOHS MR
IV	Formats/ Records/ Register	-	CFT	Dept HODs	EOHS MR

5.2.1 Document Numbering System:

Sl No	Name of Document	Document No	Description of Document No	Example
1	EOHS Manual	EOHSM-XX	EOHSM-Environmental, Occupational, Health & Safety Management System Manual XX-Running Serial No	EOHSM-01
2	EOHS Procedures	EOHSP-XX	EOHSP--Environmental, Occupational, Health & Safety Management System Procedures	EOHSP-01
3	Level III Documents	EOHS-XX-YY-ZZ-AA	EOHS XX-Unit YY-Department ZZ-Type of Document AA-Running Serial No	EOHS-HFD-PRS-OCP-01
4	Level IV Records	EOHS-XX-YY-ZZ-AA	EOHS XX-Unit YY-Department ZZ-Type of Record AA-Running Serial No	EOHS-HFD-PRS-F-01

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5.2.1 Document Stamping/Controlling System:

Sl No	Document	Document Type	Mode of Controlling		Stamp Colour	Master Copy/Controlled Copy
			Soft Copy Over Intranet	Hard Copy by Stamp		
1	EOHS Manual	Master	√	√	Blue	Master Copy
2	EOHS Procedures	Master	√	√	Blue	Master Copy
3	Level III (OCP, MP,WI)	Master	√	√	Blue	Master Copy
		Controlled Copy		√	Red	Controlled Copy
4	Level IV (Formats)	Master	√	√	Blue	Master Copy
		Controlled Copy		√	Red	Controlled Copy

5.3 Identification of document:

Master Copy: Relevant approval authority approves all the documents & EOHS MR / Dept Head control their distributions. Master Copy is identified by Blue seal as "MASTER COPY" in rear side of all the pages.

Controlled Copy: Controlled Copy is identified by "CONTROLLED COPY" in Red on front side of every page of document.

All controlled copies will be issued by **EOHS MR**

Obsolete Copy: Whenever documents under go changes, old copy becomes obsolete. Obsolete copies are identified as "OBSOLETE COPY" in Red on front side of first page & these documents are retained for reference if required.

Soft copy over Intranet: Whenever any documents is kept in the intranet, only EOHS MR shall have access to READ, WRITE and MAKE CHANGES in the document. All other user has have access only in READ only format. Access to the document shall be by Password only provided to the user.


5.4 Document review prior to release for adequacy:

All the documents are subjected to adequacy review prior to release for the first time by EOHS MR. Concerned HODs review all documents for adequacy.

5.5 Document approval:

The documents after the adequacy review are approved. The authorization is as follows:

	Prepared By	Reviewed By	Approved By
Signature			
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The Managing Director approves Manual, & Policy. C.E.O approves EOHS Procedure & EOHS MR approve the OCP's / WI.

5.6 Obsolete Document Control:

Wherever obsolete documents are retained for reference purpose such as legal & regulatory documents, are identified as "OBSOLETE COPY" & retained by EOHS MR / Dept HOD.

5.8 Document Change

If there is a need for any change in the document, concerned dept HOD informs to EOHS MR through document change request. The documents will be revised, approved by respective approval authority/ EOHS MR. EOHS MR Updates Master List of documents. Amended documents are then updated in the intranet by the EOHS MR.


The first revision of the document shall start with Rev No. '00' and Issue No.01. Whenever there are any changes to any page or section of the documents, the revision number of the particular page shall be incremented by 1 (1, 2...etc.) and shall be re issued. When any section or page exceeds 9 revisions or undergo major changes to the EOHS documentation, all the revision number of sections/pages shall be reset to '00'

The need for changes to the document arises during any of the following situations:

- EOHS audit findings
- Changes to organization structure
- Corrective action & preventive actions
- Management review
- Review of emergency situations
- Periodic review of documents
- As a part of continual improvement

EOHS MR in co-ordination with CFT Members initiates document change or revisions. Amendments are updated in Master List of Documents.

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5.9 External documents control:

All the external documents retained with EOHS MR & maintained in a separate file as "External origin documents". These documents could be for reference purposes. The list of external origin documents (EOHS-ML-16) is maintained. If these documents are distributed for reference purpose, it will be controlled as per above said procedure.

6.0 Document / Record reference:

S. No	Document /Record Description`	Reference No.
01.	Master List of Documents	EOHS-ML-02
02.	List of External Origin Documents	EOHS-ML-16
03.	Documents issue control Register	EOHS-RG-06

7.0 ISO & OHSAS ref:

Clause ref 4.4.5 of ISO 14001:2004 & OHSAS 18001:2007

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