



**ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)**

Effective Date : 18.06.2009

Volume	Chapter	Version
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**PROCEDURE FOR WRITING AND NUMBERING INTERNAL
DOCUMENTATION**

Approved by:

Planning & Development Director:



هيئة مياه وكهرباء أبوظبي
Abu Dhabi Water & Electricity Authority

ADWEA HSE PROCEDURE MANUAL

**PROCEDURE FOR WRITING AND NUMBERING
INTERNAL DOCUMENTATION**

Written by:

HSE SPECIALIST

Date:

Reviewed by:

TECHNICAL ADVISOR

Date:

Approved by:

PLANNING & DEVELOPMENT
DIRECTOR

Date:



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1 PURPOSE

The purpose of this document is to provide a uniform method for documenting and numbering HSE procedures and operating procedures.

This will ensure that HSE procedures developed and implemented by ADWEA are consistent in format and presentation.

This procedure describes the form, the minimum content, and the layout of any HSE procedure developed by ADWEA

2 SCOPE

This procedure is applicable to all documents developed by ADWEA such as HSE procedures, policies and procedures, and operating procedures.

Initiation, review, approval, and distribution are documented in documentation and data control procedure.

3 DEFINITIONS & ACRONYMS

ADWEA	Abu Dhabi Water and Electricity Authority
May	A requirement subject to the discretion of the authorized person
MR	Management Representative.
Procedure	Specified way to carry out an activity or a process
Shall	A mandatory requirements
Should	A requirement to be met to the greatest extent practicable
Standard	A National or International Standards, manufacturer specifications, drawings or equivalent.

4 REFERENCES

ISO 14001:2004, Environmental Management Systems - Specifications with guidance for use.
[OHSAS 18001:2007](#), Occupational Health and safety management systems – [standard](#)
 Documentation & Data Control Procedure
 ADWEA HSE Management System Manual



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5 RESPONSIBILITY

Anyone responsible for writing HSE and operating procedures has to comply with the format and the numbering scheme as detailed in this procedure.

The MR is responsible for maintaining the format and numbering scheme related to this procedure (Writing and Numbering Internal Documentation).



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6 PROCESS

The following shall describe the format and minimum content for writing any procedure in ADWEA.

6.1 Format

Each page of the procedure shall have a header as per this procedure format. The header shall contain as a minimum: the company logo, the procedure name, the volume, chapter, version, and page number, and the effective date (see section 6.3).

The front page shall include the content of the procedure, the name and signature of the writer, the reviewer, as well as the approver.

The second page shall contain the amendment sheet as per this format. The amendment sheet shall address the following: the version number, page number, and description of change, the approver's name, and the effective date.

From the fourth page onward shall include as a minimum the content as explained in 6.2.


Documents shall be generally set out as per this procedure format. Sub clause and sub-sub clause number shall be used in order to make the procedures easy to follow, it is recognized that written statements are not always appropriate; therefore, other means may be used such as flow charts, sketches, drawings to clarify the procedures.

6.2 Content

All procedures will contain the following items as a minimum:

1. Purpose,
2. Scope,
3. Definition & Acronyms,
4. Reference (when required),
5. Responsibility
6. Process,
7. Attachment (when required).

The following sections are a detailed description of the above items.

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6.2.1 Purpose

This section shall define the intent and the objective of the procedure. State briefly the purpose of the procedure, which is usually to describe the provisions made to meet a need for organization, coordination, harmonization or standardization.

6.2.2 Scope

This section shall state the applicability and limits to which this procedure shall be used. This section specifies where the process begins, what the intermediate actions are, and where the process ends.

6.2.3 Definition and Acronyms

When necessary, define any specific words or expressions used in the procedure not defined in the reference documents, and which are not employed in their usual sense. Definitions that need to be defined in order for ensure proper interpretation of the process/procedure.

6.2.4 References

The references section of a procedure should list any associated procedures or helpful documentation that should be considered with the procedure itself.

6.2.5 Responsibility

This section should state which Directorate, Division, Department, Section, and Units, or person is responsible for implementing the procedure.

6.2.6 Process

This section shall document in detail: what, who, when, where, and how it shall be done; what material, equipment, and documentation shall be used; and how it shall be controlled to achieve the desired objectives as defined under the purpose.

All documents should be written in the present tense, concisely, and cogently. It is recognized and accepted that only written text may not always be appropriate, therefore, alternative methods may be used, such as logic charts wherever that is necessary.



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6.2.7 Attachment

This section shall identify flowchart, metrics, and forms mentioned in the procedure.

Flowcharts

A flowchart is a pictorial representation of the steps in a process, useful for investigating opportunities for improvement by gaining a detail understanding of how a process actually works.

Metrics

Identify the quantitative measurements of an outcome of a process

Forms

Forms are a tool to select and transmit information in (what will soon become) familiar format. Forms should have a number and a title.

6.3 Document Numbering

Each Procedure shall be numbered by its volume and chapter as follows.

6.3.1 Volume

The heading volume relates to sets of documents (HSE Procedures or Operation Procedures) related to activities. The following number will be attributed to a procedure when it falls under this activity.

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6.3.2 Chapter

The heading chapter stands for the procedure number related to a specific volume. The number shall start from **1** to **nnnn**.

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6.3.3 Version

The heading version relates to the revision of the document. Version 1 stands for the original issue to nnn the following issues.

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7 ATTACHMENT

- Procedure template and layout.



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Approved by:

Planning & Development Director:

Procedure Title

Prepared by:

HSE SPECIALIST

Date:

Reviewed by:

7.1.1 TECHNICAL ADVISOR

Date:

Approved by:

7.1.2 PLANNING & DEVELOPMENT
DIRECTOR

Date:



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1 PURPOSE

Being the aim of the document and the procedure it describes.

2 SCOPE

Being the area of work or activity covered by the procedure. Exclusions and limitations shall be stated where applicable.

3 DEFINITIONS & ACRONYMS

Being the explanation of key words or phrases and abbreviations used within the document.

4 REFERENCES

Being the list of any documentation, international or national standards that is considered to be related to the procedure.

5 RESPONSIBILITY

Being who or which department, division or section is responsible for implementing the main aspect of the procedure.

6 PROCESS

Being the necessary actions to be taken to ensure the user/reader can perform the task or function defined in the objective. It shall state who does what, where and when. It should describe the controls established to ensure tasks are accomplished properly.

7 ATTACHMENTS

Flowcharts, forms, lists and/or registers shall be provided as attachments as shall forms that are relevant to the procedure.