

PROCEDURE FOR DOCUMENTATION AND DATA CONTROL

Approved by:
Planning & Development Director:



ADWEA HSE PROCEDURE MANUAL

**PROCEDURE FOR DOCUMENTATION
AND DATA CONTROL**

Written by: _____ **Date:** _____
HSE SPECIALIST

Reviewed by: _____ **Date:** _____
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Approved by _____ **Date:** _____
PLANNING & DEVELOPMENT
DIRECTOR

Effective Date:

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1 PURPOSE

This procedure defines the method for preparing, reviewing, maintaining, tracking, and changing documents and data identified in the Documentation Master list and the control of external documents

2 SCOPE

This procedure applies to all documents related to the HSE management system.

3 DEFINITIONS & ACRONYMS

Controlled Documents The document which is prepared, reviewed, approved, distributed, and revised in a controlled manner to ensure that the right document will be available at the right time in the right place and to avoid unintentional use of obsolete documents

Document Approval Authorized signature indicating that the document is ready to be issued

Document of External Origin Documents published by external organization and committees such as IEC, BS, ASME, ASTM, ISO, EN, DIN, National or International Regulations, Suppliers Drawings, Operation and Maintenance manuals, etc

Documentation Written material, diagrams, charts, software and electronic media.

HSEMSM HSE Management System Manual

HSE Management System Manual This document shall describe the management policies objectives and organization structure of the ADWEA. It is the mean by which the documented Management system is authorized. The Management Representative prepares this document and authorized by ADWEA Chairman.

HSE Policy overall intentions and direction of ADWEA related to its HSE performance as formally expressed by top management.

HSE Procedure The document defines why, what, whom, where, when and how a process related to the HSE management system is executed.

May A requirement subject to the discretion of the authorized person

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MR Management Representative.

Operating Procedures Describes Specific Procedural activities associated with a specific process or activity within ADWEA.

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.

Statutory Requirements Laws, Regulations applicable in the United Arab Emirates, Codes issued by the Regulation and Supervision Bureau, Licenses, ADWEA Policies, Etc.

Uncontrolled Documents The documents, which are not necessary to be done in controlled manner

4 REFERENCES

ISO 14001:2004, Environmental Management Systems.

[OHSAS 18001:2007](#), Occupational Health and safety management systems -[standard](#)

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5 RESPONSIBILITY

The Management Representative and the HSE Specialist are responsible to oversee the full execution and maintenance of this procedure (Documentation & Data Control).

The Management Representative shall:

- Ensures consistency by providing the format for HSE management system documents
- Assign and controls the numbering system
- Maintains the Master Document List
- Maintains files of original issued and controlled documents
- Be responsible for the issuance of the HSE Management System Documentation.

6 PROCESS

6.1 Preparation, review, approval and issuance of HSE Management System Manual HSE Procedures, and the Operating Procedures

- 6.1.1 The HSE Management System Manual and HSE Procedures shall be subject to preparation and issuance by the Management Representative prior to amendment and distribution. The review shall include a consultation process in which those affected by any changes have the opportunity to comment.
- 6.1.2 The HSE Management System Manual, the HSE Procedures and the Operating Procedures shall be subject to review by the Management Representative to ensure the continued relevance of each document and to identify any changes required.
- 6.1.3 Master approved original documents (Management System Manual, HSE Procedures, and Operating Procedures) shall be maintained by the Management Representative. If required the Management Representative shall keep the original of obsolete documents in a specific file after stamping it "OBSOLETE".

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- 6.1.4 Operating Procedures are prepared by the concerned department with the help of HSE Specialist to ensure the compliance with the ADWEA Standards and formats
- 6.1.5 The Operating Procedures are reviewed by the Management Representative
- 6.1.6 The Operating Procedures and HSE Procedures are approved by the Planning and Development Director.
- 6.1.7 The Chairman is responsible for the approval of HSE Management System Manual, Policies and the Delegation of Authority.
- 6.1.8 The Management Representative shall ensure that operating procedures comply with the requirements of procedure "Writing & Numbering Internal Documents".
- 6.1.9 The Management Representative has the responsibility to place under protected folders on the ADWEA Intranet the HSE Management System Manual, HSE Procedures, Operating Procedures, all Policies and HSE Guidelines

6.2 Documents Issuance and Control

- 6.2.1 Controlled copy of the HSE Management System Manual, HSE Procedures, and Operating Procedures are maintained on the ADWEA intranet. The electronic versions made available through the intranet are the official controlled versions. Copies printed from these versions are considered uncontrolled and must bear the notice "verify that this is the correct version before use"
- 6.2.2 The end users who are connected to the intranet shall have direct access to the above mentioned documents as read only.

6.3 Change Control

- 6.3.1 Changes to HSE Management System Documentation may be proposed as a result of Management Review, as a result of audits, or proposal improved by personnel.
- 6.3.2 Proposed changes to HSE Management System Documentation shall be recorded on a Document Change Request (F-005), which shall be subject to review by the Responsible Manager and Management Representative, who must be satisfied that the changes are justified.

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6.3.3 The Management Representative shall verify that changes to HSE Management System documents are reviewed and approved by the same organization or function that performed the original review and approval and are documented on an approval form.

6.3.4 Any changes to the HSE Management Manual, HSE Procedures or Operating Procedures will be written in *Italics and underlined*. The changes shall be noticed in the amendments sheet of each procedure.

6.3.5 All forms related to the HSE Management System that are revised or updated shall include an updated revision number or date. All original forms shall be kept with the Management Representative.

6.3.6 The management Representative is responsible to update the HSEMS documentation on the Intranet.

6.4 Control of Documents of External Origin

6.4.1 All external origin documents which are a part of ADFWEA HSE management system are identified and their distribution are controlled to all identified copy holders along with a document transmittal form (F-004)

6.4.2 All Laws, Regulations, Original standards such as BS, DIN, ASME, IEC, TRD, AD MERKBLATTER, ASTM, etc, shall be under the responsibility of the respective Directorate, Divisions, Departments or Sections.

6.4.3 The previous issue of externally produced and controlled documentation such, as standards shall be marked obsolete and withdrawn from use if the changes negate the previous issue.

6.4.4 All original documentation such as Operation & Maintenance Manual, specification, drawings, methods statement, etc. are under the responsibility of the concerned Directorates, Divisions or Departments.

6.4.5 The management Representative is responsible to keep the external documents up to date.



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

Effective Date : 18.06.2009

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7 ATTACHMENTS

- Documentation Master List, (F-006)
- Document Transmittal Form, (F-004)
- Document Change Request, (F-005)