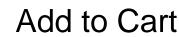
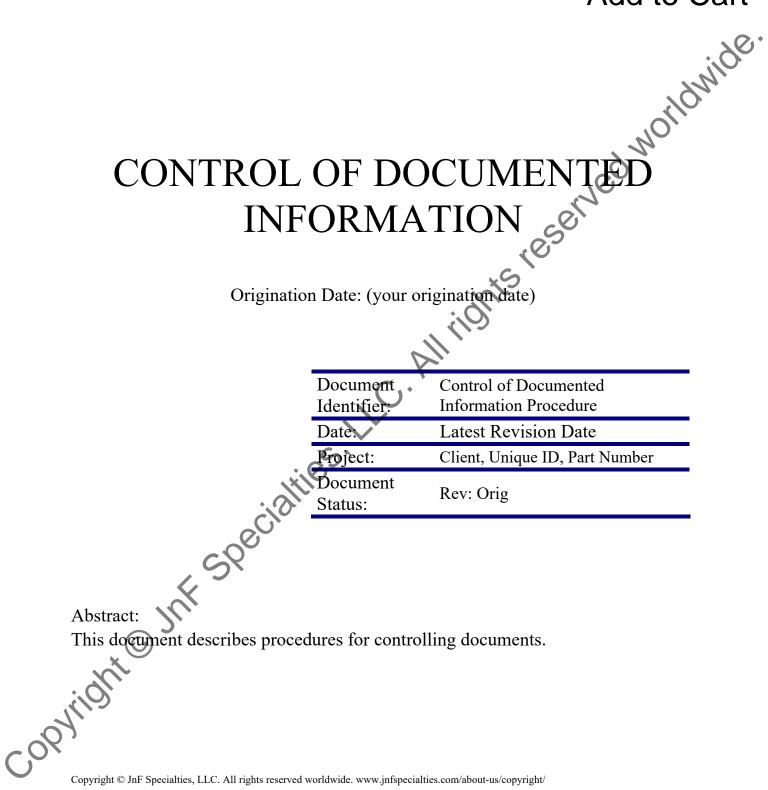
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PURPOSE 1.0

This procedure defines the requirements for quality management documents, contract documents, shop and erection drawings, and detailing standards. Records are controlled to ensure information on them is accessible, legible and suitably maintained.

Documents are controlled to ensure	
	due to the usage of
3.0 REQUIREMENTS	enve
Documented information includes the quality management	nanual, standards.
3.1 Document Control Center	N.S.
The Document Control Center (DCC) retain responsible for	ns and maintains project documents a
	older hardcopy or softcopy documen
	given to an employee, depar
or Client. In this case, then da	ates the document with the month and year for recall.
3.1.1 Review and Approvat	
Documents are reviewed and approved by	
3.1.2 Revision Control	
Documents are legible and revisions are cle Changes to approved and released documents	
3.1.3 Access	
Documents are available and readily accessi	ble to all personnel responsible for
3.1.4 Communication	
Changes and revisions are communicated by	/
	work.

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arlowide 3.2 **Control of Project Documents** Documents covered by this section include 3.2.1 Receipt Contract documents, revised contract documents, change orders and delivery to Responsible Authorities. 3.2.2 Revision Control The Company pays particular attention to a revision level indicator. 3.2.3 Access Documents are available and readily accessible to all personnel responsible for 3.2.4 Communication The Company retains and maintains a Transmittal Register to record the distribution of information to Control of Quality Records 3.3 The Company controls the identification, storage, retrieval, retention and disposition of records that includes All quality control records and 3.3.1 Storage Quality records are stored to 3.3.2 Retrieval Quality records are available for review upon request. A signed ()3.3.3 Retention Records for active contracts are maintained in Records are removed from the active files at the end of the contract, by the Document Control Center. The Document Control Center maintains by Contract requirements.

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3.3.4 Disposition

The controls for each type of record are defined in *Appendix A*. The listed "controller" ensures with the Hardcopy records are stored protects them from damage or deterioration. V Proprietary records are available for review by the Client in a reasonable time frame and 3.4.1 copies of non-proprietary records are *.*© 3.4.2 The Company does not require vendors to maintain for retention. X 3.4.3 To ensure protection of records, 3.4.4 Local computer data that is When making corrections to written record entries, the error is 3.4.5 S. Jult Special 3.4.6 Correction fluid Left blank-intentionally

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