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# CONTROL OF DOCUMENTED INFORMATION

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Document Identifier:	Control of Documented Information Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:

This document describes procedures for controlling documents.

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### REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 PURPOSE

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.

## 2.0 THEORY

Documents are controlled to ensure [redacted] due to the usage of [redacted]

## 3.0 REQUIREMENTS

Documented information includes the quality manual, [redacted] and [redacted] standards.

### 3.1 Document Control Center

The Document Control Center (DCC) retains and maintains project documents and is responsible for [redacted]

[redacted] older hardcopy or softcopy documents [redacted] given to an employee, department or Client. In this case, [redacted] then, dates the document with the month and year [redacted] for recall.

#### 3.1.1 Review and Approval

Documents are reviewed and approved by [redacted]

#### 3.1.2 Revision Control

Documents are legible and revisions are clearly identifiable by a revision level indicator. Changes to approved and released documents are [redacted]

#### 3.1.3 Access

Documents are available and readily accessible to all personnel responsible for [redacted]

#### 3.1.4 Communication

Changes and revisions are communicated by [redacted] work.

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### 3.2 Control of Project Documents

Documents covered by this section include [REDACTED]

#### 3.2.1 Receipt

Contract documents, revised contract documents, change orders and [REDACTED] delivery to Responsible Authorities.

#### 3.2.2 Revision Control

The Company pays particular attention to [REDACTED] a revision level indicator.

#### 3.2.3 Access

Documents are available and readily accessible to all personnel responsible for [REDACTED]

#### 3.2.4 Communication

The Company retains and maintains a *Transmittal Register* to record the distribution of information to [REDACTED]

### 3.3 Control of Quality Records

The Company controls the identification, storage, retrieval, retention and disposition of records that includes [REDACTED]

All quality control records and [REDACTED]

#### 3.3.1 Storage

Quality records are stored to [REDACTED]

#### 3.3.2 Retrieval

Quality records are available for review upon request. A signed [REDACTED]

#### 3.3.3 Retention

Records for active contracts are maintained in [REDACTED]  
Records are removed from the active files at the end of the contract, [REDACTED] by the Document Control Center.

The Document Control Center maintains [REDACTED] by Contract requirements.

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### 3.3.4 Disposition

Records that are discarded [REDACTED]

### 3.4 Control of Records

The controls for each type of record are defined in **Appendix A**. The listed "controller" ensures [REDACTED]

Hardcopy records are stored [REDACTED] protects them from damage or deterioration.

3.4.1 Proprietary records are available for review by the Client in a reasonable time frame and copies of non-proprietary records are [REDACTED]

3.4.2 The Company does not require vendors to maintain [REDACTED] for retention.

3.4.3 To ensure protection of records, [REDACTED]

3.4.4 Local computer data that is [REDACTED]

3.4.5 When making corrections to written record entries, the error is [REDACTED]

3.4.6 Correction fluid [REDACTED]

Left blank intentionally

