

# QHSE MANAGEMENT SYSTEM

**SAIFCO**

**MASTER DOCUMENT**



Electromechanical Works (LLC)

Document Name:

## CONTROL OF DOCUMENTED INFORMATION PROCEDURE

QHSE Ref. No.

IMS/QHSE/CDI/01 Rev.01

Date:

6<sup>th</sup> June 2019

# CONTROL OF DOCUMENTED INFORMATION PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	09/04/19	1 <sup>st</sup> Issuance			
01	06/06/19	Updated the procedure as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3 <sup>rd</sup> Party	RM	NY



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Electromechanical Works (LLC)



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## 1.0 PURPOSE

The purpose of this procedure is to define the requirement of documented information; to ensure it is available and suitable for use and it is adequately protected and to control the documented information in terms of distribution, access, retrieval and use, storage & preservation, control of changes, retention and disposition.

## 2.0 SCOPE

All documents and data related to the documented QHSE management system, applicable to all SAIFCO departments & projects

## 3.0 DEFINITIONS

- 3.1 **Documented Information** "information that must be controlled and maintained and its supporting medium. Documented information can be in any format and on any medium and can come from any source"
- 3.2 **Document** is "Information and its supporting medium".
- 3.3 **Record** is "a Document stating results achieved or providing evidence of activities performed"
- 3.4 **Controlled Document** is "a document that could be modified in the future, it has a revision status"
- 3.5 **Uncontrolled Document** is "a document that is not under revision control, normally valid as on the date of issue".
- 3.6 **Process Owner** is "the Department/ Project Manager"
- 3.7 **MR** – Management Representative

## 4.0 RESPONSIBILITY

The management representative shall be responsible to keep this procedure up to date, whereas all personnel are responsible for its implementation. The managers shall be responsible for the implementation of this procedure within their departments.

## 5.0 PROCEDURE

### 5.1 Control of Documents

#### 5.1.1 General:

- 5.1.1.1 SAIFCO documents include all soft and hard documents used within SAIFCO which include administration offices and operational projects.

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- 5.1.1.2 All Departmental and Projects documents shall be identified with revisions and issue dates to indicate their current status. The concerned department head / project manager is responsible for the control of the documents used within their department/projects and to ensure relevant versions of applicable documents are available at point of use.
- 5.1.1.3 All documents shall be checked for correctness & completeness and approved by concerned department/ project managers prior to issue.
- 5.1.1.4 All documents shall be legible and easily identifiable. Obsolete documents shall be marked **SUPERSEDED** in case they are to be retained for any purpose.
- 5.1.1.5 The QMS Manual and Procedures may be issued either as **"CONTROLLED COPY"** or as **"UNCONTROLLED COPY"** as per the authorization of Management Representative. Uncontrolled copies shall be stamped in **RED ink**.
- 5.1.1.6 It is the responsibility of controlled copy holder to ensure that controlled documents are kept always updated and superseded copies are removed so that their inadvertent use is avoided.
- 5.1.1.7 All hard copy documents will be filed in accordance with the QMS approved filing and coding system (**see IMS/QHSE/CDI/01/06**).
- 5.1.1.8 Management Representative shall be responsible for control and distribution of QMS Manual and shall maintain amendment records.
- 5.1.1.9 All QMS Controlled Documents shall be circulated to the department and project managers through **"email announcement"**, the same shall be communicated to all staff and shall be available for reading purpose only, any changes to the controlled documents is the ultimate responsibility of Management Representative.

### 5.1.2 New Documents / Document Changes

- 5.1.2.1 New documents issuance, document changes and cancellation of existing documents may be recommended by any member of the company to his/her Process Owner (Department Head / Project Manager) detailing the reason to issue new document change or cancel existing documents targeting the improvement of the process in terms of Time, Cost and Customer Satisfaction.
- 5.1.2.2 Issuance of SAIFCO documents (Manuals, Policies, Procedures, Work Instructions, etc...) is the responsibility of Management Representative.
- 5.1.2.3 If there is any change in existing policy, then entire policy will be re-issued from QHSE Department with new date and revision number.
- 5.1.2.4 New Company policy will be prepared or existing policy will be amended in following cases:
- When any Process Owner feels the need, for smooth functioning of his/her department /project.

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- New or updated Regulatory Requirements

5.1.2.5 All policies shall be identified by their Policy number; the numbering formula will be **IMS/XXX/YY/ZZ**, where QMS is to be in all policies, **XXX** means that this policy belongs to **XXX** Department as per department code (Project comes under Operations), **YY** means section or function within the department and **ZZ** refers to its series among the policies; Revision 00 shall be given for first issue and for every amendment new revision shall be allocated, revision shall be restarted from 01 onwards.

5.1.2.6 To assure that all employees are using the up-to-date forms and to avoid the wrong usage of it, all forms should have a number and revision status; the number should refer to form's policy and the series of this form in that policy.

5.1.2.7 The status of forms shall be identified by "revision numbers". Thus; the first issue is given revision number, i.e. **IMS/XXX/YY/ZZ/WW Rev. 00**, the 1st revision is **Rev. 01** and so on. **WW** refers to form number within **YY** policy/procedure.

### 5.1.3 SAIFCO Policies/ procedures should include the following:

5.1.3.1 Control table in the first page of the policy identifying:

5.1.3.1.1 Policy/ procedure revision status,

5.1.3.1.2 Date of issue,

5.1.3.1.3 Revision record,

5.1.3.1.4 Prepared by Process Owner (department/ project manager)

5.1.3.1.5 Reviewed by (QHSE Management) to ensure its compliance with international standards and regulations, its compliance to the QHSE management system and control of documents policy, no discrepancies with authority matrix (if any); and

5.1.3.1.6 Approved by GM of the SAIFCO

### ***The policy shall be structured as per the following setup:***

01. Purpose – each policy starts with the purpose
02. Scope
03. Definitions
04. Responsibility
05. Procedure
06. Attachments – each policy ends with the attachments

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- 5.1.3.2 **Document Proposal / Change form (IMS/QHSE/CMC/17/01)** to be used when a new document or a change, cancellation to existing document is required by any of SAIFCO staff member. Requestor shall submit document proposal / change form to the process owners (department managers, project managers, etc)
- 5.1.3.3 Process Owner shall study the proposal, when accepted the document change / proposal, a formal request shall be forwarded to Management Representative (MR) for further review of the effect of such proposal with other document users. In case proposal / change is not accepted, process owner shall advice the requestor why it is **rejected** and forward the document proposal / change request with rejection comments to Management Representative (MR) for record purposes.
- 5.1.3.4 Amendments to quality management system documents shall be recorded and communicated to all concerned.
- 5.1.3.5 Management Representative (MR) shall ensure that all quality management system documents shall be approved as per the authority of approval.
- 5.1.3.6 New issuance, changes or cancellation of documents may arise as a result of audit findings (internal or external audits), corrective / preventive actions, follow up actions from management reviews, customer feedback, due to regulation requirements or business needs.

### 5.1.4 Control of Electronic Data

- 5.1.4.1 All department staff are responsible to secure and backup all types of data and records available to their departments. Back-up CD's and electronic data files shall kept in a safe/ fire proof locker.
- 5.1.4.2 Computer Users are responsible for following and implementing the security requirements e.g. access control, use of internet etc... to control the electronic data under their controls.
- 5.1.4.3 All QMS data and documents stored in computers shall be backed up, and accesses to these files are provided only to the authorized personnel to prevent unauthorized use by others.
- 5.1.4.4 Use updated antivirus methods and other similar security control for protecting the data and documents available.

### 5.1.5 External Document Control "International & National Regulations and Standards":

- 5.1.5.1 Externally produced documents are listed on the Documentation Records and retained under control. External documents like Manufacturer's technical data sheets, Material Safety Data Sheets, Government Local orders, Electricity and Water Authorities regulations, Federal Environmental Agency, Municipalities Regulations, Governmental Regulations (Local and Federal), Permits, Standards.
- 5.1.5.2 All external documents to be monitored frequently for the updates by its issuance authority, it is the responsibility of the document owner to ensure its valid issue status, this monitoring could be by internet surfing websites, formal



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communications with each regulatory authority issuing documents used by SAIFCO.

**5.1.6 Client Specifications**

- 5.1.6.1 Estimation Manager (ESM) shall maintain the original copies of the client tender specification after being awarded the contract.
- 5.1.6.2 One copy shall be marked on the front page by “**CONTROLLED**” and given to the nominated Project Manager (PM).
- 5.1.6.3 In case of any amendment the ESM shall make a copy of the amendments as one set and he shall maintain marking it by “**REVISED**” for the PM clarifying the amendments applied.
- 5.1.6.4 ESM shall mark all changed pages by “**CANCELLED**” and it will remain in the same documents for reference until project completed and handed over successfully.

**5.1.7 Drawings**

**Tender Drawing:**

- 5.1.7.1 All tender drawings shall be stamped “**TENDER**” by estimation department, if not received as such from the client.
- 5.1.7.2 In case of any change or modification to the tender drawings, the ESM shall be responsible for identifying the changes or amendments pages or drawing and mark each by “**REVISED**” stamp. And the superseded drawings to be marked “**CANCELLED**”.

**Construction drawing:**

- 5.1.7.3 Once the construction drawings are reviewed and approved by the Consultant / Engineer and / or client representative, the same shall be marked by “**CONTROLLED**” stamp.
- 5.1.7.4 All copies that may be generated out of the approved construction drawings should be stamped “**CONTROLLED**”.
- 5.1.7.5 In case of changes in the construction drawings, the Project Engineer shall verify and stamp the new copy by “**REVISED**” plus “**CONTROLLED**” stamps.
- 5.1.7.6 The shop drawing and as built drawing shall be controlled by using the same process as mentioned above.

**5.1.8 Stamping of Documents**

The documents shall be stamped in accordance with the stamp guideline defined in **IMS/QHSE/CDI/01/07**.

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### 5.1.9 Correspondences:

#### Incoming Correspondences

5.1.9.1 All incoming documents/ posts should be recorded using Incoming Correspondence Log form (**IMS/QHSE/CDI/01/01**) and shall be marked with a received stamp identified with date of receiving, whether at SAIFCO offices or project site offices. All received documents / posts identified as confidential should not be opened and should be forwarded as received to the concerned. All posts upon receipt shall be segregated into departments and projects and timely forwarded to the authorized management or staff.

5.1.9.2 Projects incoming correspondences shall be distributed after verification by PM to the concerned staff as per the project **distribution stamp (see stamp guideline IMS/QHSE/CDI/01/07)**.

#### Outgoing Correspondences

5.1.9.3 Outgoing Correspondence – Coding Format

All outgoing correspondence, letters and facsimile, shall be registered in the **Outgoing Correspondence Log (QMS/QHSE/CDI/01/02)** by the Secretary / Document Controller and correspondences reference shall be as follows:

**Company/ Department or Project Name / File code / Originator / Year / Serial No.**  
(a) (b) (c) (d) (e) (f)

- (a) Company Name = SFCO
- (b) Department or Project Code = **S233**
- (c) File code = as per "File Index" (refer to the attached - **QMS/QHSE/CDI/01/05**)
- (d) Originator = "initials of the undersigned"
- (e) Year = 18 for 2018
- (f) Serial Number = From 001 onwards ...

#### Department Code:

- General Manager = GM
- Operations = OP
- Human resources = HR
- Administration & Personnel = ADMN
- Financial & Accounts = FAC
- Procurement = PC
- Estimation = EST
- Quality, Health, Safety & Environment = QHSE
- Planning = PL
- Commercial = COM
- Maintenance = MS

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### Project Code:

The project code is the serial number allocated to each project.

5.1.9.4 All Department / Project Correspondences should be copied to the Head of Department / Project Manager as necessary. However, filing of a copy is responsibility of the person nominated for maintaining the master file - (Document Controller or Secretary).

### 5.1.10 Transmittal

All outgoing documents i.e. correspondence, letters, drawings, etc... shall be transmitted through **Transmittal Form (IMS/QHSE/CDI/01/03)** and the same shall be registered and filed by the secretary or document controller.

### 5.1.11 Master Index File

5.1.11.1 Secretary/ Document Controller of each department / project is responsible for controlling and keeping the master policy copies of all project correspondences, documents and records as per the policy and index of filing and archiving.

5.1.11.2 The form **(IMS/QHSE/CDI/01/05)** Master Filing Index shall be used for all departments and projects. The PM is responsible for ensuring the implementation of this requirement.

5.1.11.3 If files are stored or borrowed away from the master files area, a note stating where these can be found shall be made on the index.

**Note:** No Commercial files shall be left unattended at site.

**File box labels shall contain the following details:**  
(See QMS/QHSE/COD/01/06 for sample )

#### DEPARTMENT

Company:

Department:

File Code:

File Name:

File No:

Year:

#### PROJECT:

Company:

Project No:

Project Name:

File Code:

File Name:

File No:

Year:



Document Name:

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6<sup>th</sup> June 2019**5.1.12 Archiving of Documents****5.1.12.1 Project Documents:**

The concerned Project Manager, in conjunction with QHSE department is responsible for the archiving of project documents upon completion of project. The site administrator shall prepare a list of all project documents required to be archived and this list is to be verified by the concerned QA/QC Manager / Engineer prior to archiving.

**5.1.12.2 Departments Documents:**

- The concerned department manager is responsible for archiving of documents, pertaining to their own departments. An index of all files archived shall be prepared and maintained by respective department managers and one copy to be given to QHSE department for verification during the internal auditing.
- The administration manager shall nominate one person (Archive In-charge) who shall be responsible to maintain archive in secured and tidy manner so that records or documents remain identifiable, and retrievable. The Archive In-charge in conjunction with administration manager shall ensure that archive is secured, and environmentally acceptable to maintain documents in a good state for the periods until their retention period. The retention periods are mentioned in control of records procedure.
- A proper log is to be maintained by Archive In-charge for any documents added to archive or removed from the archive in the **Register of Archive document control form (IMS/QHSE/CDI/01/04)**
- The administration manager and Archive In-charge in coordination with QHSE department shall organize for periodic reviews of documents and disposition.

**5.2 Control of Records****5.2.1 Identification of records**

- 5.2.1.1 Every procedure/ work instruction/ other document forming a part of the QHSE management system shall refer to the required records to be generated & maintained as per that procedure.
- 5.2.1.2 A master list of records shall be maintained by respective department/ function head containing the information like record name, record number, filing system, location of storage, retention period, access and disposition method.
- 5.2.1.3 Some records might not have fixed/pre-defined formats. Format codes for such documents are not necessary.



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5.2.1.4 The records shall be legible and neatly filled in with all cross-references mentioned and having identification for each.

**5.2.2 Collection and filing of records**

5.2.2.1 All records shall be collected and filed in one of the following ways:

- Flat File / Box File / Bounded Books / Spiral Books / other suitable method
- Electronic form
- Scanned and stored in electronic media

**5.2.3 Indexing and access of records**

5.2.3.1 All records shall be indexed as per **(clause 5.1.11)**

**5.2.4 Storage and maintenance of records**

5.2.4.1 All records shall be provided with adequate protection to avoid deterioration in storage, damage or loss.

5.2.4.2 All Department / Project Managers shall ensure all records are properly identified and filed for easy retrieval.

5.2.4.3 Document controllers/ secretaries may be assigned to compile, maintain and store all types of records as per the **(clause 5.1.11)**.

5.2.4.4 Records can be stored in any of the following ways:

- Cup Boards | Racks | Filing Cabinets etc..
- If possible/applicable and required they are to be stored in electronic media.
- The IT department is responsible for regular back-ups of the files.

**5.2.5 Electronic Records**

5.2.5.1 Department / Project Managers shall ensure records maintained in electronic media are provided with adequate security and backup to prevent loss / corruption. Periodic backup of electronic records shall be taken by the concerned section.

**5.2.6 Retention period of records**

5.2.6.1 The minimum retention periods of existing records are as given below. These archived records shall be reviewed periodically to determine action regarding disposition of records. Administration manager is responsible for review and disposition of records stored in archive.

5.2.6.2 However, for any other reason if felt necessary, any of the record may be retained for more time period needed by department head and destroyed subsequently.

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File Code	Records Description	Medium	Location	Years
A	Internal Correspondences	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
B	Correspondence with Main Contractor	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
C	External Correspondences	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
D	Contract Documents	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
E	Estimation Documents	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
F	Minutes of Meeting	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
G	Material Submittals and Approvals	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
H	Requisition, Orders and Purchasing Schedule/ LPO	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
I	Information	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
J	Goods and Deliveries/Stores/ Invoices	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
K	Drawings	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
L	Labour	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
M	Material Procurement Schedule	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
MS	Maintenance Services	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
N	Insurance	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
O	Payment	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
P	Programme and Progress	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
Q	Quality Assurance / Quality Control	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
R	Related to HR/ Admin	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
SC	Sub-Contractors	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
SS	Suppliers	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
T	Tools, Plant and Equipment	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
U	Claims	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
V	Final Account	Hard & Soft Copies	Main Archive	Life of Project + 3 Years

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W	Operation Certificates	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
X	Testing	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
Y	Health, Safety & Environment	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
Z	Completion	Hard & Soft Copies	Main Archive	Life of Project + 3 Years
Z1	Project Complete File	Hard & Soft Copies	Main Archive	Indefinitely

### 5.2.7 Disposition of records

5.2.7.1 Records shall be disposed off after the retention period is over. Disposition can be in any of the following ways:

- Shredding /Isolate to record room I disposal through waste contractors etc...

5.2.7.2 The respective department head shall review the records after retention period and decide for its disposition as mentioned above.


## 6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Incoming Correspondence Log form	IMS/QHSE/CDI/01/01
Form	Outgoing Correspondence Log	IMS/QHSE/CDI/01/02
Form	Transmittal Form	IMS/QHSE/CDI/01/03
Form	Archive Documents Register	IMS/QHSE/CDI/01/04
Form	Master Filing Index	IMS/QHSE/CDI/01/05
Label	File Label	IMS/QHSE/CDI/01/06
Guideline	Stamp Guideline	IMS/QHSE/CDI/01/07

<b>QHSE MANAGEMENT SYSTEM</b>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>
<b>Document Name:</b> <b>Incoming Correspondence Register</b>	<b>QHSE Ref. No.:</b> IMS/QHSE/CDI/01/01 Rev.00 <b>Date:</b>

Department/ Project Name: \_\_\_\_\_

Sr No.	Reference No.	Subject	Received Date	Received from/ Sender	STATUS (replied/ pending/ filing only - reply not required)	Response Details		Remarks
						Date Replied	Reply Reference Nos.	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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14								
15								
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17								
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<b>Document Name:</b>	QHSE Ref. No.: _____ Date: _____
<b>Outgoing Correspondence Register</b>	
Department/ Project Name: _____	
IMS/QHSE/CDI/01/02 Rev.00	

Department/ Project Name: \_\_\_\_\_

Sr No.	Reference No.	Subject	Receiver	Initiator	Issued by (Originator)	Date Issued	A=Internal B/C= External (refer to file indexing)			Remarks
							A	B	C	
1										
2										
3										
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Document Name:

**Transmittal**

QHSE Ref. No.

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Date:

Ref: \_\_\_\_\_

From :

Name: \_\_\_\_\_

Proj. / Dept : \_\_\_\_\_

Subsidiary: \_\_\_\_\_

To :

Name: \_\_\_\_\_

Proj. / Dept : \_\_\_\_\_

Subsidiary: \_\_\_\_\_

We are sending herewith by \_\_\_\_\_  
the following:

Prints

Correspondence

Specifications

Material Submittals

Construction Drawings

Shop Drawings

As Built Drawings

Softcopy (CD / DVD)

OTHERS: Please specify: \_\_\_\_\_

Please acknowledge receipt by signing and returning the pink copy, reporting shortages if any

Sr. No	No. of Copies / Samples	Document Ref.	Subject	Remarks

Transmitted as checked below:

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> For Information & Records | <input type="checkbox"/> For Approval as Submitted | <input type="checkbox"/> For Implementation   | <input type="checkbox"/> As requested |
| <input type="checkbox"/> For Review & Comment      | <input type="checkbox"/> For Final Approval        | <input type="checkbox"/> For Necessary Action | <input type="checkbox"/> As Fitted    |
| <input type="checkbox"/> For Correction            | <input type="checkbox"/> For Construction          | <input type="checkbox"/> As Noted             |                                       |

Copies to : \_\_\_\_\_

Remarks:

We acknowledge receipt in good order, except as noted

\_\_\_\_\_


\_\_\_\_\_

Signed : \_\_\_\_\_


Date: \_\_\_\_\_

White - receiver copy, Pink - sender copy, Yellow - duplicate/ stay in the book



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<b>Document Name:</b> <b>FILE INDEXING</b> <b>(Department/ Project)</b>		QHSE Ref.:	IMS/QHSE/CDI/01/05 Rev. 00
		Date:	

File Code	Documents / Records Content	
<b>A.</b>	<b>Internal Correspondences</b>	
<b>B.</b>	<b>Correspondence with Main Contractor</b>	
<b>C.</b>	<b>External Correspondences to / from</b>  Client Consultant Sub-contractor/ Supplier Other Authorities	
<b>D.</b>	<b>Contract Documents</b>  Contract / Sub-Contract Agreement Specifications Bills of Quantities Schedule of Rates Main Contract Extracts	
<b>E.</b>	<b>Estimation Documents</b>	
<b>F.</b>	<b>Minutes of Meeting</b>  Contractual Internal	
<b>G.</b>	<b>Material Submittals and Approvals</b>  AC : Air Conditioning EL : Electrical PL/FF : Plumbing and Fire Fighting	
<b>H.</b>	<b>Requisition, Orders and Purchasing Schedule/ LPO</b>  AC : Air Conditioning EL : Electrical PL/FF : Plumbing and Fire Fighting PT : Plant and Tools	
<b>I.</b>	<b>Information</b>  Schedule of RFI's	
<b>J.</b>	<b>Goods and Deliveries/Stores/ Invoives</b>	
<b>K.</b>	<b>Drawings</b>  Drawing Register Incoming Transmittals Design Calculations	
<b>L.</b>	<b>Labour</b>  Records Histograms	

<b>QHSE MANAGEMENT SYSTEM</b>	<b>SAIFCO</b> <i>Electromechanical Works (LLC)</i> 	
<b>Document Name: FILE INDEXING (Department/ Project)</b>	QHSE Ref.:	IMS/QHSE/CDI/01/05 Rev. 00
	Date:	

<b>M.</b>	<b>Material Procurement Schedule</b>  AC : Air Conditioning EL : Electrical PL/FF : Plumbing and Fire Fighting	
<b>MS.</b>	<b>Maintenance Services</b>	
<b>N.</b>	<b>Insurance</b>	
<b>O.</b>	<b>Payment</b>  Applications Certificates	
<b>P.</b>	<b>Programme and Progress</b>  Programmes Progress Report	
<b>Q.</b>	<b>Quality Assurance / Quality Control</b>	
<b>R.</b>	<b>Related to HR/ Admin</b>  Leaves Passport Release Warning Letter	
<b>SC.</b>	<b>Sub-Contractors)</b>	
<b>SS.</b>	<b>Suppliers</b>	
<b>T.</b>	<b>Tools, Plant and Equipment</b>	
<b>U.</b>	<b>Claims</b>	
<b>V.</b>	<b>Final Account</b>  Variations CARs CAR Schedule Final Account	
<b>W.</b>	<b>Operation Certificates</b>  Welding Equipment/ Devices	
<b>X.</b>	<b>Testing and Commissioning</b>  Snagging / inspection / non conformity notices Commissioning Results As Built Drawings O & M Manual	
<b>Y.</b>	<b>Health, Safety &amp; Environment</b>	
<b>Z.</b>	<b>Completion</b>  Defects Notes Completion Certificate	
<b>Z1.</b>	<b>Project Complete File</b>	

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**

*Electromechanical Works (LLC)*




**Document Name:**


**File Box Labeling Samples**

QHSE Ref. No.

IMS/QHSE/CDI/01/06 Rev. 00

Date:


<b>SAIFCO ELECTROMECHANICAL LLC</b>
<b>Department Name</b>
<b>File Code</b>
<b>File Name</b>
<b>FILE No.</b>
<b>YEAR</b>


<b>SAIFCO ELECTROMECHANICAL LLC</b>
<b>ADMN DEPT.</b>
<b>A</b>
<b>INTERNAL CORRESPONDENCE</b>
<b>FILE No. 1</b>
<b>2018</b>

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**

*Electromechanical Works (LLC)*




**Document Name:**


QHSE Ref. No.

IMS/QHSE/CDI/01/06 Rev. 00

**File Box Labeling Samples**

Date:


<b>SAIFCO ELECTROMECHANICAL LLC</b>
<b>Project Code</b>
<b>File Code</b>
<b>PROJECT NAME</b>
<b>File Name</b>
<b>FILE No.</b>
<b>YEAR</b>


<b>SAIFCO ELECTROMECHANICAL LLC</b>
<b>S233</b>
<b>A</b>
<b>J-248 (DB-1374) Commercial &amp; Residential Building (B+G+13+R)</b>
<b>INTERNAL CORRESPONDENCE</b>
<b>FILE No. 1</b>
<b>2018</b>

# QHSE MANAGEMENT SYSTEM

## SAIFCO

Electromechanical Works (LLC)



Document Name:

### STAMP GUIDELINE

QHSE Ref. No.

IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

The following is the list of stamps used by M/s SAIFCO Electromechanical LLC which shall be revised as and when required.

#### APPROVED CATEGORIES – All in Blue Color

1. Saifco Electromechanical LLC Project Stamp
2. Controlled
3. Distribution
4. Issued for Construction
5. Received
6. Received Goods
7. Reminder
8. Revised
9. Subcontractor Payment
10. Tender
11. Urgent

#### SAMPLES ARE SHOWN BELOW:

1. Saifco Electromechanical LLC Company Stamp



# QHSE MANAGEMENT SYSTEM

**SAIFCO**



Electromechanical Works (LLC)

Document Name:

## STAMP GUIDELINE

QHSE Ref. No.

IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

### 2. Saifco Electromechanical LLC Project Stamp



### 3. Controlled



### 4. Distribution Stamp

SAIFCO ELECTROMECHANICAL		DISTRIBUTION STAMP - J 248 - 1374	
DESIGNATION	INFO	ACTION	SIGN
Proj Manager			
Const Manager			
Snr. Engr. Electrical			
Snr. Engr. PL & FF			
Snr. Engr. - HYAC			
HSE OFFICER			
SOAQC Engineer			
MEP Coordinator			
Quantity Surveyor			
Site Keeper			
Doc. Controller			
Draftsman - EL			
Draftsman - PL & FF			
Draftsman - HYAC			
Land Surveyor			
Supplier			
Notice Board:			
Fl. Ref	Date:		

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**



*Electromechanical Works (LLC)*

**Document Name:**

**STAMP GUIDELINE**

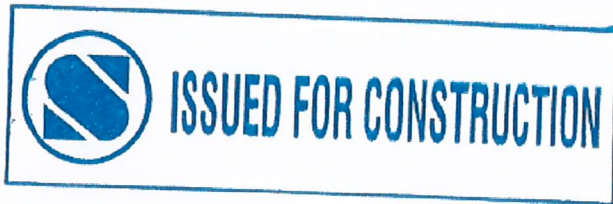
QHSE Ref. No.

IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

**5. Issued for Construction**



**6. Received**



**7. Received Goods**

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**



*Electromechanical Works (LLC)*

Document Name:

**STAMP GUIDELINE**

QHSE Ref. No.

IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

 <b>SAIFCO</b> ELECTROMECHANICAL
<b>RECEIVED GOODS</b>
Site No. _____
Date: _____
Store: _____
Foreman: _____
Gen. Forman _____
Site Eng. _____
Proj. Eng. _____
Proj Manager _____
<input type="checkbox"/> A/C <input type="checkbox"/> ELEC <input type="checkbox"/> PL <input type="checkbox"/> F.F

**8. Reminder**

	<b>REMINDER</b>
	Date .....

**9. Revised**

	<b>REVISED</b>
	Date .....

**10. Subcontractor Payment**

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**



*Electromechanical Works (LLC)*

Document Name:


**STAMP GUIDELINE**

QHSE Ref. No.

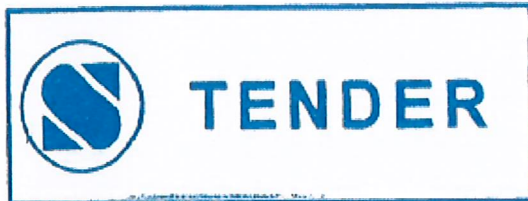
IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

 <b>SAIFCO.</b> ELECTROMECHANICAL
<b>SUBCONTRACTOR PAYMENT</b>
Site No:
Forman:
Gen. Forman:
Site Eng.
Proj. Eng.
Proj. Manager:
Date:
<input type="checkbox"/> A/C <input type="checkbox"/> ELEC. <input type="checkbox"/> PL <input type="checkbox"/> F.F

11. Tender



12. Urgent



APPROVED CATEGORIES – In Red Color

**QHSE MANAGEMENT SYSTEM**

**SAIFCO**



*Electromechanical Works (LLC)*

**Document Name:**

**STAMP GUIDELINE**

QHSE Ref. No.

IMS/QHSE/CDI/01/07 Rev.01

Date:

06<sup>th</sup> June 2019

1. Cancelled
2. Superseded
3. Uncontrolled

**SAMPLES ARE SHOWN BELOW:**

1. **Cancelled**



2. **Superseded**



3. **Uncontrolled**

