

DOCUMENT CONTROL PROCEDURE

DOCUMENT NO: DOC_V_PRO_026_REVO

REVISION: 0

QHSE PROCEDURE

Viking Industrial

Approval and revision status

0	Karla Seminario	Carlos Cubas	18/09/2023	Document Creation
Rev	Originator	Approved	Date	Pages affected & reason for revision

Areas affected by recent revision are recorded in the above table

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1 Purpose

To standardise the method in which integrated management system (IMS) documents are identified, formatted, authorised, issued, and controlled. This ensures that only valid and up-to-date documents are in use and superseded documents are removed from circulation.

2 Responsibilities

The QHSE Department is responsible for ensuring that all relevant documented information and organisational knowledge which forms an integral part of our IMS is managed under controlled conditions and that all documented information is reviewed and approved by authorised personnel prior to issue.

3 Policy

It is the policy of Viking Industrial that all documents within the IMS system will be created, implemented, maintained, and distributed electronically. We understand that given the nature of our business there will be times when certain documents will need to be provided and completed in hardcopy. Documents/Records that have been completed in paper form will need to be scanned electronically into the appropriate files.

4 Procedure

4.1 Manuals / Procedures/Forms

The QHSE Dept or nominee is directed to create or make amendments to manual / procedure.

When creating and updating any controlled documents within the IMS, we shall ensure that we use appropriate:

- identification and description (e.g. a title, date, author, or reference number).
- format (e.g., language, software version, graphics) and media (e.g., paper, electronic);
- review and approval for suitability and adequacy.

The new document is created, the Document control register is updated as shown below to generate a specific Document number. Or in the case of a document being updated the document control register will be updated to show the new version number.

DOCUMENT NUMBER	TITLE	DOCUMENT TYPE	DIVISON	DOCUMENT DISCIPLINE	ITEM NUMBER	VERSION:	CREATOR	LAST REVISION DATE	NEXT REVIEW DATE	STATUS	FOLDER	COMMENTS	CREATION DATE (REV 0)	REV 1	REV 2
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The new electronic files replace existing files.

The QHSE Dept attains the author(s) signature on the section and the MDs signature on the new contents page.

The QHSE Dept saves an electronic master copy in the IMS folder, retains an electronic copy of the superseded document(s), hard copies are destroyed.

An electronic copy is then uploaded onto the Viking Internet where the document is now accessible for all Viking personnel.

The QHSE Dept emails all relevant parties of the change and requests holders to destroy superseded unused hardcopies and to use the updated documents found in the electronic file on the server.

5 Identification of Records

Records are maintained to attest to the implementation of the IMS system. Records are stored as secured computer files or in designated filing cabinets to prevent deterioration and damage. Such records are easily accessible for use and are made available for review upon customer or audit request.

The following documents are acceptable records:

1. Forms
2. Reports
3. Minutes of meetings
4. Computer files
5. Emails
6. Photos

Archival documents and data retained for legal or knowledge preservation purposes or both are suitably identified. All records must contain sufficient data to attest to satisfactory completion of the recorded activity and at minimum, must be signed and dated by the individual responsible for completing the record.

5.1 Protection, Storage and Retrieval

Records exist in either hard copy or electronic formats. Hard copy records are stored where they are protected from physical deterioration, loss and damage due to environmental conditions.

Electronic back up data and are stored off site.

Records are also labelled and indexed for ease of retrieval and for proper referencing all record cabinets, containers, and devices are clearly marked and labelled to identify their contents. Records are indexed and grouped for expedient retrieval. Records must not be stored on personal storage drives or files. The retention period for quality records is determined by the MD, contractual requirements, legal considerations, etc.

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5.2 Disposal of Records

When the nominated review date for records is reached, the Archivist advises the Project Manager or Site Manager as appropriate. The Project Manager or Department Manager signs the register in the appropriate column to authorise the disposal of the records.

All copies of records, whether archived or held in the office by Company personnel, are disposed of by recycling, except where other methods of disposal are specified in the contract documents.

5.3 Retention of Records

Records shall be retained for a period as stated in the following table and can be disposed of after the retention period.

FILE NO.	DESCRIPTION	RETENTION PERIOD
Marketing	Pre-qualifications and capability documents	Final completion + 7 years for successful pre-qualifications No requirement for unsuccessful pre-qualifications
	Pre-qualifications backup	As Above
	General	As Above
Corporate Records	External Correspondence	As determined by the MD
	Minutes of Meetings	10 years
	Quality / Systems Records	7 years
Tenders	Tender files and estimates	
	- successful	Final completion + 7 years
	- unsuccessful	No requirement
Contracts	All Project files	Final completion + 7 years
	Project data book including traceability and certification records	Design li
	Project close out report (incl. man-hours cost report)	Indefinite
Health, Safety,	All HSE Files	7 years

Environment & Employment	Accounts records	7 years
	Personnel and employment records (including worker's compensation records)	7 years
	Pay records	7 years
	Training records	7 years
Financial	Audit records and working papers	7 years after the date of the audit report
	Records relating to capital gains tax / asset acquisition records	Indefinite
	Financial records and any records pertaining to tax	5 years after the date of lodgment of the tax return
	Superannuation records	7s years
Electronic	Electronically scanned records	Indefinite

6 Related Documents

The following company documentation is referenced in this procedure:

QMS Manual Section: 4.2.3 Document Control

QMS Manual: 4.2.4 Control of Records

Document Control Register

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