

Procedure for Control of Documents

1.0 Scope :

Covers all documentation including documents of external origin required for the effective operation of IMS as established in IMSPL.

2.0 Abbreviations:

IMSPL : Innovative Matrix Softech Pvt. Ltd.
MR : Management representative
DTR : Document, Training, Resource
EMP : Environment Management Program
SMP : Safety Management Program

3.0 Reference clause No :

Standards	ISO 9001:2008	ISO 14001:2004	OHSAS 18001:2007
Clause No.	4.2.3	4.4.5	4.4.5

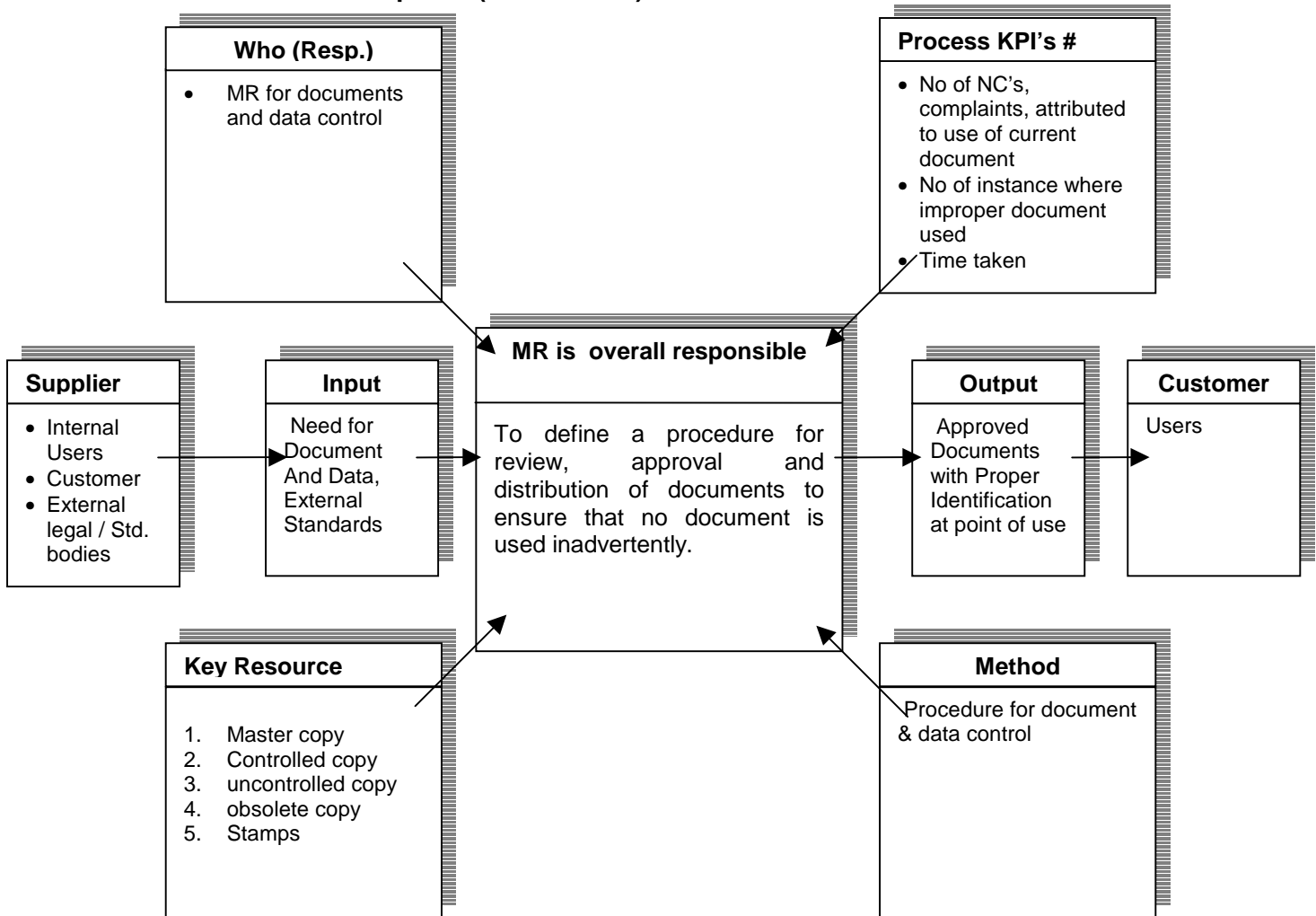
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4.0 Process Description: (Turtle Chart)

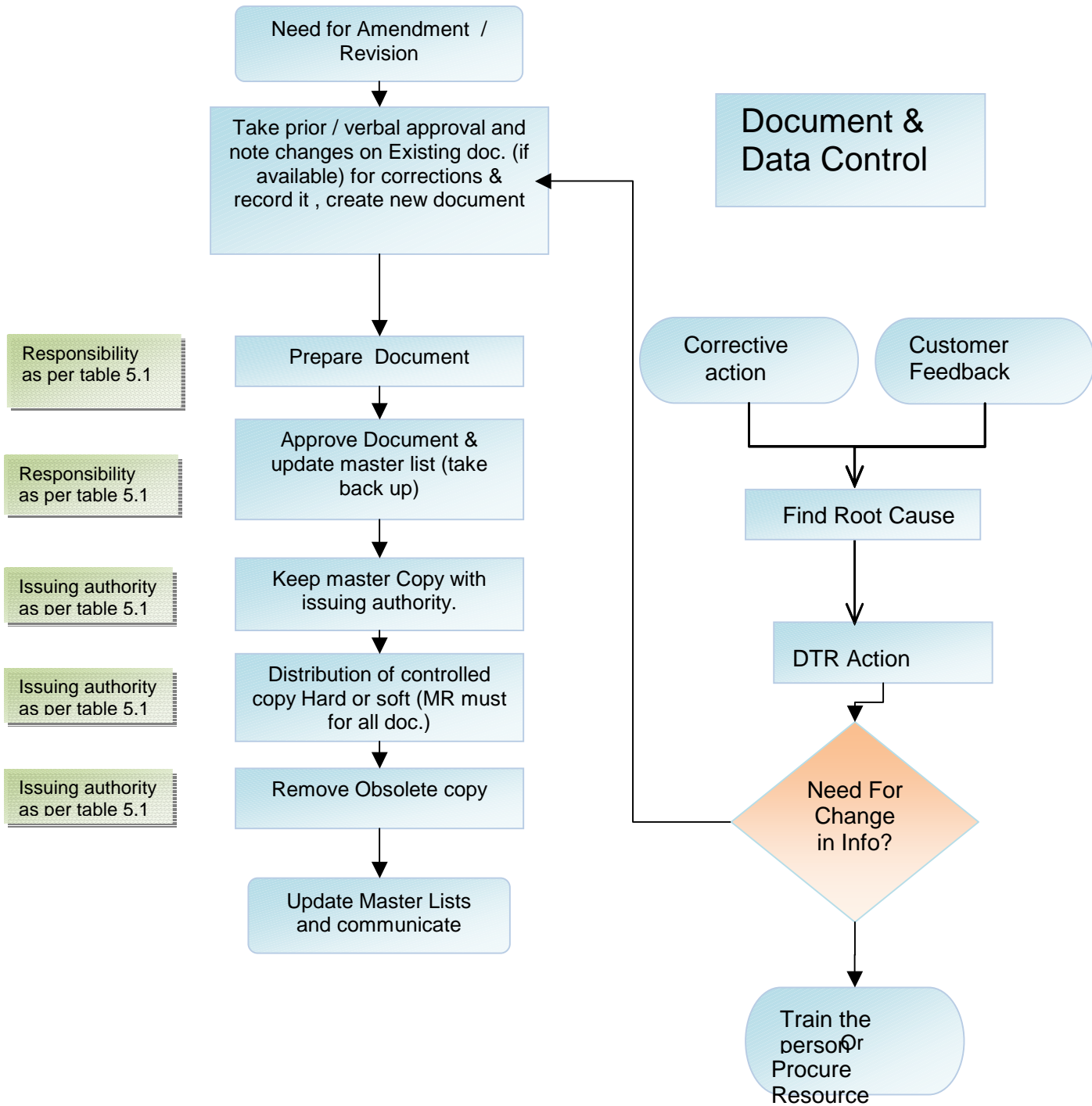


The responsibility, source, frequency for data collection against targeted objectives (KPI's), required for analysis & improvement are documented at [refer document here](#).

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5.0 Deployment flow



Responsibility as per table 5.1

Responsibility as per table 5.1

Issuing authority as per table 5.1

Issuing authority as per table 5.1

Issuing authority as per table 5.1

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5.1 Control of documents

Sr. No.	Document type	Approved by	Issued by
1	IMS Manual	CEO/ MD	MR
2	Quality Policy, SHE Policy	CEO / MD	MR
3	Operation Procedures	MR / HODs	MR
4	Work instruction	HODs	MR
5	Formats, Registers, Logbooks	HODs	HODs
6	Technical Documents/ Specifications/ Quality Plans	HOD (QA)	HOD (QA)

Sr. No.	Activity	Responsibility
5.1	The Integrated management system documentation is having 5 levels	
5.2	<p>Document Identification:</p> <ul style="list-style-type: none"> IMS Policy Displayed At All Prominent Places In Organization is identified by issue status and date <p>Level 1 : Vision & Guidelines Considering Vision 2020, IMSU Guidelines, External documents (Standards, Laws relevant to IMSPL)</p> <p>Level 2 : IMS Manual This is the apex level document describing the IMS policy, objectives and broad guidelines describing how each of the elements of ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 IMS are complied with. IMS Manual is one single document and is called IMS manual. IMS Manual also contains three appendix, which are referred in the IMS manual. Appendix are treated as Level 2 documents for document control purposes.</p> <p>Identification method : IMS Manual/ RRRevision Number / Revision Date / Page Number</p> <p>Level 3 : IMS Procedure Manual This is the detailed quality procedure manual, which is consistent with the requirements of the ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 standards. These documents describe the procedures in step by step sequence in detail, the responsible person and also</p>	MR

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	<p>document references for each of the procedures. The numbering system in IMS procedure manual is as follows: Table of Contents : P-TOC P-XX-YY XX : Department Code = EN, HR, MK, MR, PD, PR, QA, ST. YY : Serial Number = 01, 02, etc...</p> <p>Department Codes : Given in section 5.3 below</p> <p>Identification method : Procedure No./ Revision No./ Revision Date</p> <p>Level 4 : Work Instructions / Specifications / Master list / Plans and or Calendars This contains detail of standard operating procedures, work instructions, specifications, master list for activities, which are described in IMS procedures. These documents are prepared for providing instructions for carrying out a specific work or task. The numbering system in this level is as follows:</p> <p>AA- XX-YY</p> <p>AA: Document Code: for IMS XX : Department Code = EN, HR, MK, MR, PD, PR, QA, ST. YY : Serial Number = 01, 02, etc...</p> <p><u>Document Codes:</u> WI = Work instructions (SOPs) PS = Product Specifications / Purchase Specification PL = Plans and or Calendars M = Master list AI = Aspect Impact RA = Risk Assessment</p> <p>Department Codes : Given in section 5.3 below</p> <p>Identification method : Document No./ Revision No./ Revision Date</p> <p>Level 5 : Forms / Registers / Logbooks This level consists of Forms / Registers / Logbooks where all data are recorded as a supporting document to level 1, 2 and 3. These forms demonstrates the functioning of the quality management system The numbering system in this level is same as level 4 with following for document code:</p>	
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	<p>F = Formats / Forms / Files* (Files indicated by * mark) R = Registers / Logbooks All the forms are numbered as per the requirement</p> <ul style="list-style-type: none"> Incase of file number, the document code appears only on the file. <p>Identification method : Document No./ Revision No./ Revision Date</p> <p>Level 5: Records Records are maintained either in the form of Forms /File/ Register / Logbook. These records are identified with the relevant level 5 document number</p> <p>For Identification also refer procedure for control of records.</p>	
<p>5.3</p>	<p>Department code:</p> <p>EN = Engineering HR = Human Resources MK = Marketing MR = Management Representative PD = Production QA = Quality Assurance ST = Stores DE = Despatch and Excise</p>	
<p>5.4</p>	<p>Control Of Documents</p> <ul style="list-style-type: none"> The master copies of Level 2, 3, 4 & 5 documents are identified by Voilet / Blue color stamp and the original signature. The IMS manual is prepared by MR, reviewed and approved by President. The procedure manual is prepared, reviewed and approved by authorized persons as indicated in the respective procedures IMS policy is controlled through its issue no. and its issue date. In the event of change of quality policy the issue no. Is escalated to next number with corresponding date IMS manual is identified with chapter no. Each chapter contains amendment no. and effective date. Any change in any chapter the amendment no. is escalated to next no. Detail of change is recorded in the “amendment record” of the same chapter. Table of content of the IMS manual is updated for the amendment no. & date of the revised chapter. next amendment no. And date is given to table of content. All other document contains amendment no. & date. In the event of any change, amendment no. is escalated to next 	<p>MR / HOD</p>

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	<p>number and date</p> <ul style="list-style-type: none"> • The master list of document is updated and corresponding document status is addressed in master copy of the document. • The master copies of the IMSM and IMSPM are held by MR • Respective HOD prepares and maintains a master list of Level III & IV documents with date & revision number. Approved master copy of the documents is stored in hard copy with MR which can be updated only by M.R. M.R. is also having Master file for Procedures and Quality Manual. the Master list and its specimen copy is available with MR in softcopy. • All pages of the master copy are stamped as 'MASTER COPY' in red on the rear side. These are used for reproduction of the manuals • The controlled copies are stamped as 'CONTROLLED COPY' in red on the front side of the all the pages of all hard copies of the manuals.. • "CONTROLLED COPY" seal in Red on the documents at front side. • Current Master List is available with the respective Head and MR, accessible to all so as to preclude the use of invalid and/ or obsolete documents. • Documents are controlled by softcopy. For review the read only files are available on server. 	
<p>5.5</p>	<p>Document and Data Changes</p> <ul style="list-style-type: none"> • changes to any document can be initiated by anyone, however they are reviewed and approved by same personnel as outlined in table 5.1. once the documents are changed, the approved document submit to MR for their record updation as per procedure as addressed above is followed. Obsolete documents are withdrawn and stored with obsolete documents which available with Respective Head. • Any employee of IMSPL can request for revision of any section / procedure of the manuals in through HoDs or their superiors or directly by approving authority. • Any employee of IMSPL can request for revision of level 3 document in format, giving the details of revision to be done and the reason for revision. • The revision requests are sent to respective authorities who have approved the document. • The respective HODs study the revision request and if found appropriate approves the revision in the revision request form. • The approved revision request form is sent to MR in hard / soft copy. MR ensures incorporation of the changes and distribution of the revised documents to all relevant controlled copy holders. • It is the responsibility of controlled copy holders to destroy the 	<p>MR</p>

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	<p>obsolete copies of the revised documents and to ensure that the documents retained by them are of only the current revision.</p> <ul style="list-style-type: none"> • MR maintains the obsolete copies of the manuals from the master copy with marking 'OBSOLETE, RETAINED FOR REFERENCE' in Blue. • When any document is changed on upward amendment no. and amendment date is given to documents. Master list of document of respective department is changed • MR maintains master copy of master list of documents of all departments. Control of master list of documents are through soft copy only. 	
5.6	<p>The following Master Lists of documents are prepared and maintained by MR which shows the latest issue and revision status</p> <ul style="list-style-type: none"> • Documents in Level 3: P-TOC • Documents in Level 4 : Document Code - TOC • Documents in Level 5 : Document Code - TOC 	
5.7	<p>Control on electronic data Soft copies of the IMS level 2 level 3 and Level 4 documents are made available to the persons indicated in the distribution list on LAN server at factory and office. Separate folders are maintained under folder named 'IMS' on "info" folder of LAN server at factory and office. All authorized persons as per distribution list and other LAN users in the company have read only access to the folder IMS. Only MR can edit / update or make changes. Manager IT controls the access.</p>	IT system administrator or
5.8	<p>IT Infrastructure Management (Hardware, software, Networking): HOD-IT jointly with respective HODs identifies requirements for new IT infrastructure in the respective departments.</p>	HOD-IT HODs
	<p>The HOD-IT scrutinizes requirements of hardware, software and networking and decides procurement based on the investment plan.</p>	HOD-IT
	<p>HOD-IT finalizes the hardware specifications considering compatibility with the existing system, the guidelines from the Schott group and future developments in Information Technology.</p>	HOD-IT
	<p>HOD-IT after discussion with users and the concerned HODs decides the location for the installation of the hardware. While deciding on the location, factors such as environment, safety, proper earthing of cables, power supply, and necessity of UPS (un-interrupted power supply) are considered.</p>	HOD-IT
	<p>The requirement of software is analyzed by HOD-IT and finalized after discussions with respective HODs and users. The specifications for the software are defined taking into consideration the existing hardware and other aspects like make, version etc.</p>	HOD-IT
	<p>The software is installed and tested by HOD-IT and concerned HODs and/or concerned user. After acceptance, HOD-IT commissions the software on designated computers.</p>	HOD-IT HODs

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	It is ensured that only licensed software is installed.	HOD-IT
	A master list of all installed hardware and software is prepared and updated by HOD-IT.	HOD-IT
5.9	The HOD-IT ensures uninterrupted & reliable IT facilities & Services. Relevant records are maintained.	HOD-IT
	HODs and HOD-IT decides for the users and training related to Information Technology (hardware/software). This training is co-ordinated by HOD-IT.	HODs, HOD-IT
5.10	Data Management:	
	A master list of all authorized users is prepared and updated by HOD-IT. (maintained in soft copy)	HOD-IT
	HOD-IT grants access rights for applications or data folders to the users after approval by their superior in the prescribed user authorization form.	HOD-IT
	New access rights or change in the existing access rights or access to new applications or data folders are granted by HOD-IT to existing user after approval by their superior in the prescribed user authorization form and records are updated by HOD-IT.	HOD, HOD-IT
	All users at the office are required to save their data on the server. Back up of the server is done daily. The backup data is retained for a period of atleast 2 months.	Users- office
	In general, the EDP guidelines for IMSPL are distributed to all HoDs and other concerned, for reference and implementation.	HOD-IT
5.11	The documents of external origin such as National / International standards and guidelines related to product and product quality are identified. These documents are updated based on the information received either from customer, supplier, standard bodies, agents and maintained by Head of Quality Assurance.	
5.12	Product documentation: Product specifications are technical documents, which describes the technical data, testing methods, process control parameters for various products designed and manufactured by the company. These documents are generally referred as " technical documents ".	
5.13	The technical documents are prepared by the cross-functional teams consisting of representatives from quality, production, purchase and marketing.	
I)	The technical documents are approved by Head of Quality Assurance department.	
II)	Technical documents are modified based on continuous reaserch and development in company's field of operation.	
III)	The 'MASTER COPY' of Technical documents is retained by MR. The distribution Technical documents to the departments, customers,	

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	vendors and others are controlled by HOD-IT & Quality Assurance.	
IV)	Packing specifications are part of technical documents and controlled in the same manner.	

6.0 Cross reference

Sr. No.	Types Of Procedure	Document No.
1.	Control of IMS records	IMSPL/Proc/MR/02

7.0 Documents

Sr. No.	Types Of Documents	Document No.
1.		
2.	Level 3, IMS Procedure Manual	P-TOC
3.	Master List of Documents, Level 4, Work Instructions, Technical documents, Reference charts	
4.	Master List of Documents, Level 5, Forms / Formats / Files	
5.	Master list of management programs (EMP/SMP)	
6.	Distribution List – IMS Manual and Procedures	
7.	Distribution List – Level 4 documents	
8.	Master List : Documents of external origin	
9.	Master List : IMS records	
10.	Master List : Trained internal auditors	
11.	Master List : First Aiders	
12.	Master List : Fire Fighters	
13.	Master List : Emergency team members	
14.	Master List : First aid box locations	
15.	Master List : Assembly points	
16.	Master List : Fire points	
17.	Master List : Installed systems (Hardware-Software) and users (in Soft Copy)	
18.	EDP Guidelines	

8.0 Records:

Sr. No.	Types Of Documents	Document No.
2.	User authorization form	IMSPL/F/IT/01
3.	Hardware maintenance records	IMSPL/F/IT/02

9.0 Amendment Summary:

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Rev No	Rev Date	Pages Affected	Amendment Summary	Reason for Change
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