**7.5.3 DOCUMENT CONTROL**

***PURPOSE***

Titan Drilling Operations (Z) Ltd shall control documents to ensure that:

* The appropriate documents and data are available at the locations where the information is required;
* Invalid or obsolete documents are promptly removed from use;
* Authorised personnel shall review changes to documents and / or data.

***SCOPE***

This standard applies to all documents relevant to Occupational Health and Safety Management System in Titan Drilling Operations (Z) Ltd

***PROCEDURE***

* 1. Document Preparation

Documents will be prepared ensuring that there is participation throughout the operation. First Line Management will draft the document taking into consideration the six (6) points:

1. Necessity – Is this document required or can we not use/ edit an existing document?
2. Relevance – Is this document relevant to all operations or only a particular site?
3. Suitability – Is this document in synchrony with the Occupational Health and Safety Management System?
4. Applicability – Is this document applicable to Titan Drilling or is it being imposed without due thought?
5. Sustainability – Is this a document that is used to immediately combat a particular issue or will it be maintained and continue to function in the long run of the OHSMS?
6. Quality – Are the contents of the document written without grammatical error, clear and concise as well as formatted correctly?

Documents drafted are then forwarded for approval and registered.

1.2 New Document

New documents MUST follow the required Titan Drilling document format with the correct logo.

Document Name will be in the format of HSE-type-ISO standard number – Name of document.

* The abbreviations HSE show that this document is related to Health, Safety and Environment;
* “Type” will either be STD (Standard); PRO (Procedure); FOR (Form);
* “ISO Standard” will be taken from ISO 45001. E.g. 7.5.2 will be used for “Creating and updating documents”;
* Name of document will be the name given for that document in reference to the ISO standard. E.g. Document control;
* All documents will be prepared using the relevant template available from the Document Controller. If the templates are not available to the document originator, then the document will be written in a legible manner and forwarded to the Document Controller where it will be entered into a template;
* All documents will be checked and registered by the Document Controller prior to release, ensuring that their document number, document name, version date and number and person authorizing is identified in the register;
* Approval of documents will go through stages:
  + Originator / document owner
  + Reviewer / editor
  + Approver
* All documents MUST be allocated with a unique identifier by the Document Controller.
* Occupation Health and Safety Management System documents will be reviewed after a period of two years from the date of approval unless otherwise indicated by Legislation or change to company procedures.

1.3 Documents of External Origin, Legal & other Requirements (e.g. Standards and Codes, Legislation, Clients Requirements, etc.)

* Documents of external origin requiring document control will be registered ensuring that their number, title, and recipient are detailed;
* Documents are identified as “controlled” when registered;
* Any documents of external origin, which are superseded will be suitably identified to prevent their inadvertent use and archived;

1.4 Issue of Controlled Documents

* Documents used for the OHSMS will be stored electronically on the database with the latest version;
* Communication will be made with all Managers and Heads of Department with the latest version of the particular document for their awareness;
* The documents are to be incorporated into their respective locations as per the instructions received with the document ensuring communication to employees is done;

1.5 Document Amendments

* All requests for amendments to documents shall be made in writing to the relevant Document controller;
* The document will be discussed among first level management before any changes will be made using the same format as for a “New Document”;
* The amended document shall be sent to the Document Controller and shall have its revision status increased, unique identifier allocated and template reviewed;
* The reviewed document will be distributed to necessary persons for review and comment in draft form;
* The document, after all amendments have been completed, shall be approved by the Document Controller;
* The Document Controller will prepare the document for scanning and storage of the original approved document and removal of the superseded document from circulation. The superseded documents will be stored in archives;
* The document register will be amended by the Document Controller to include Revision Date.

1.6 Document registry

* Documents which are controlled and are current versions will be electronic and found on the database. Permissions to edit the documents will be limited to the Health and Safety Manager and other designated person(s).
* A list of all documents used in the OHSMS will be available which will be a reference as to what the current document is with the date of issue.
* Should a document still be in draft form, the approval column will have “Draft”. Once it is approved and ready for circulation, the name of the person approving it will be put onto the document.
* Obsolete documents will be archived for a period of one (1) year before being disposed of.

Level of Documents

Company Policies – Originate from 1st line, authorized by CEO;

Standards and Procedures – Originate from site, reviewed by 1st line, authorized by CEO or HSM;

Working documents and forms – Originate from site, reviewed by 1st line, authorized by HSM or Project Manager

Document Revision

Documentation relating to the Occupational Health and Safety Management System shall be reviewed every three (3) years. Should there be no changes required to that document, the revision date and number will be updated to current date to ensure that it is within a three-year period in preparation for revision.

2.0 Records

Forms will be designed and approved as per 1.2 New Document. These will then be completed to form records which are kept at the vicinity where they were created.

In the event of movement of staff between the areas of operation, records that are signed by or pertain to an individual shall be moved to the new area where the individual has been assigned together with his file. Those such records that have multiple signatures or are in groups shall be retained at the site where the individual was moved from.

On a yearly basis, “live” files will be created for records. The previous years’ records will be archived for a period of three (3) years from the start of the new year after which they will be destroyed and disposed of.

Should there be records that need to be retained for a longer period than stated above, this will be discussed and agreed to by the respective area safety officer and safety manager.

***IMPLEMENTATION***

This procedure takes immediate effect on date of issue.