DEPARTMENT		ISSUE DATE	REVISION #
MR	**OEC-MR-DC-P-01**	**2016-09-27**	**2.0***
	DOCUMENT CONTROL PROCESS		PAGES **1 of 7**

Revision History

#	Name	Role	Version Number	Date	Reason for Changes
1.	Ms. Archana Kasi	Creator	0.0	01.12.2015	First Release
2.	Mr. Sumant Misra	Approver	0.0	01.12.2015	First Release
3.	Ms. Archana Kasi	Creator	1.0*	21.05.2016	Approve date to be mentioned as Effective Date.
4.	Mr. Sumant Misra	Approver	1.0*	23.05.2016	
5.	Ms. Archana Kasi	Creator	2.0*	26.09.2016	Scope amended and added ISMS.
6.	Mr. Sumant Misra	Approver	2.0*	27.09.2016	

All printed copies except the MASTER COPY, *and all electronic copies and versions except* the one accessible on the OEC Intranet Server, *are considered uncontrolled copies used for reference only.*

PURPOSE

To ensure that the documents and data related to the quality management systems are reviewed and approved for adequacy prior to issue and that all the document changes are carried out in a controlled manner.

SCOPE

This process is applicable to the QMS and ISMS documents of OEC Records Management Company as listed below:

- Processes
- Guidelines/Instructions/Formats
- Applicable documents of external origin (at MR's office)

REFERENCE

None

RESPONSIBILITY

Management Representative is responsible for creating a new document if necessary, making required changes in the document, and updating the process manual.

HOD is responsible for reviewing the need for creating a new document or modifying an existing document.

PROCEDURE / DESCRIPTION OF ACTIVITIES

Refer to the flow chart for the detailed steps.

FORMATS / EXHIBITS

Record Number	Record Title	File Name	Location of Record	Responsibility	Retention Period
NA	Document Change Mail	NA	MR's Office	MR	1 year
OEC-MR-DC-F-01	Document Change Tracker	NA	MR's Office	MR	2 years

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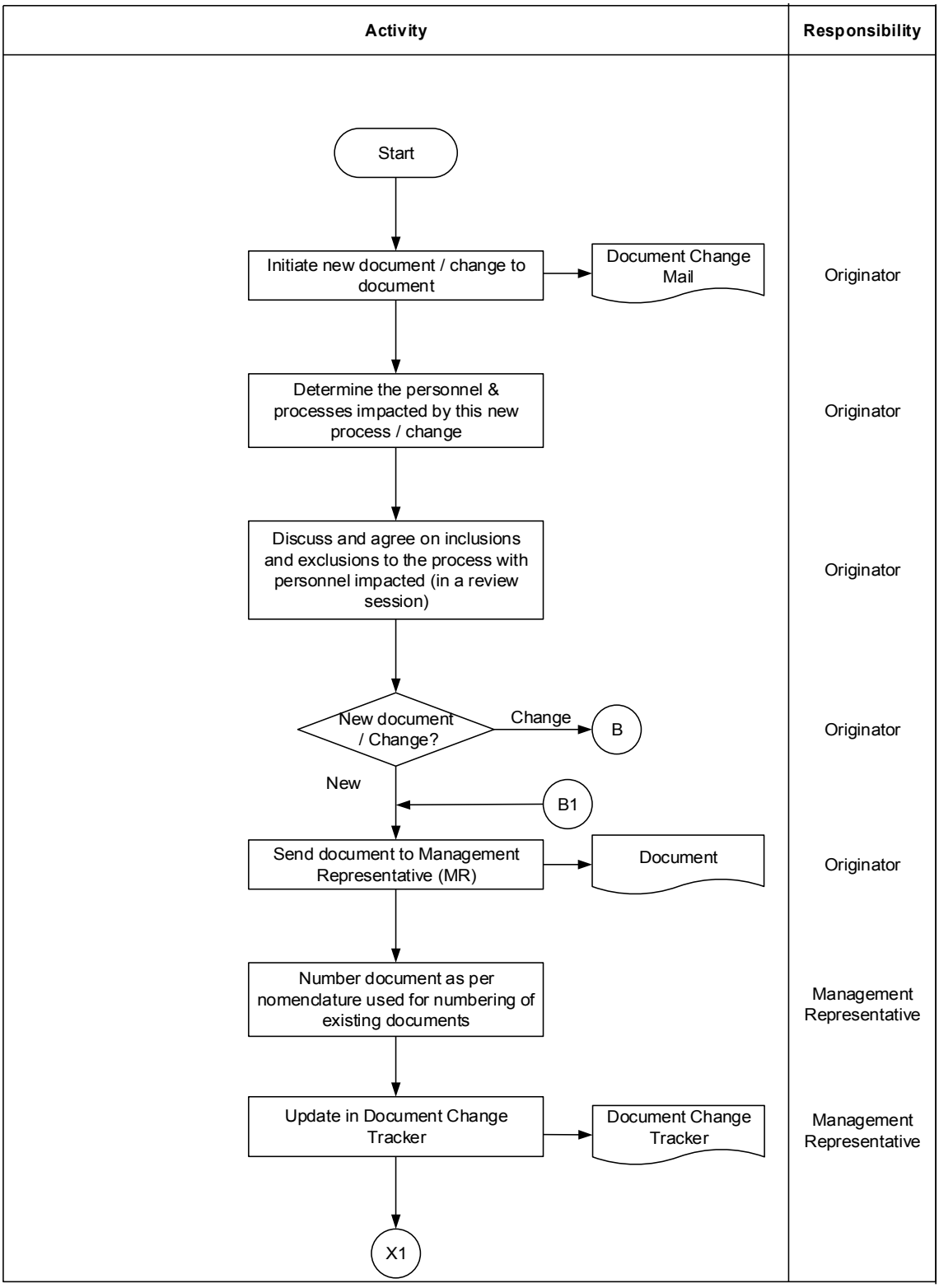
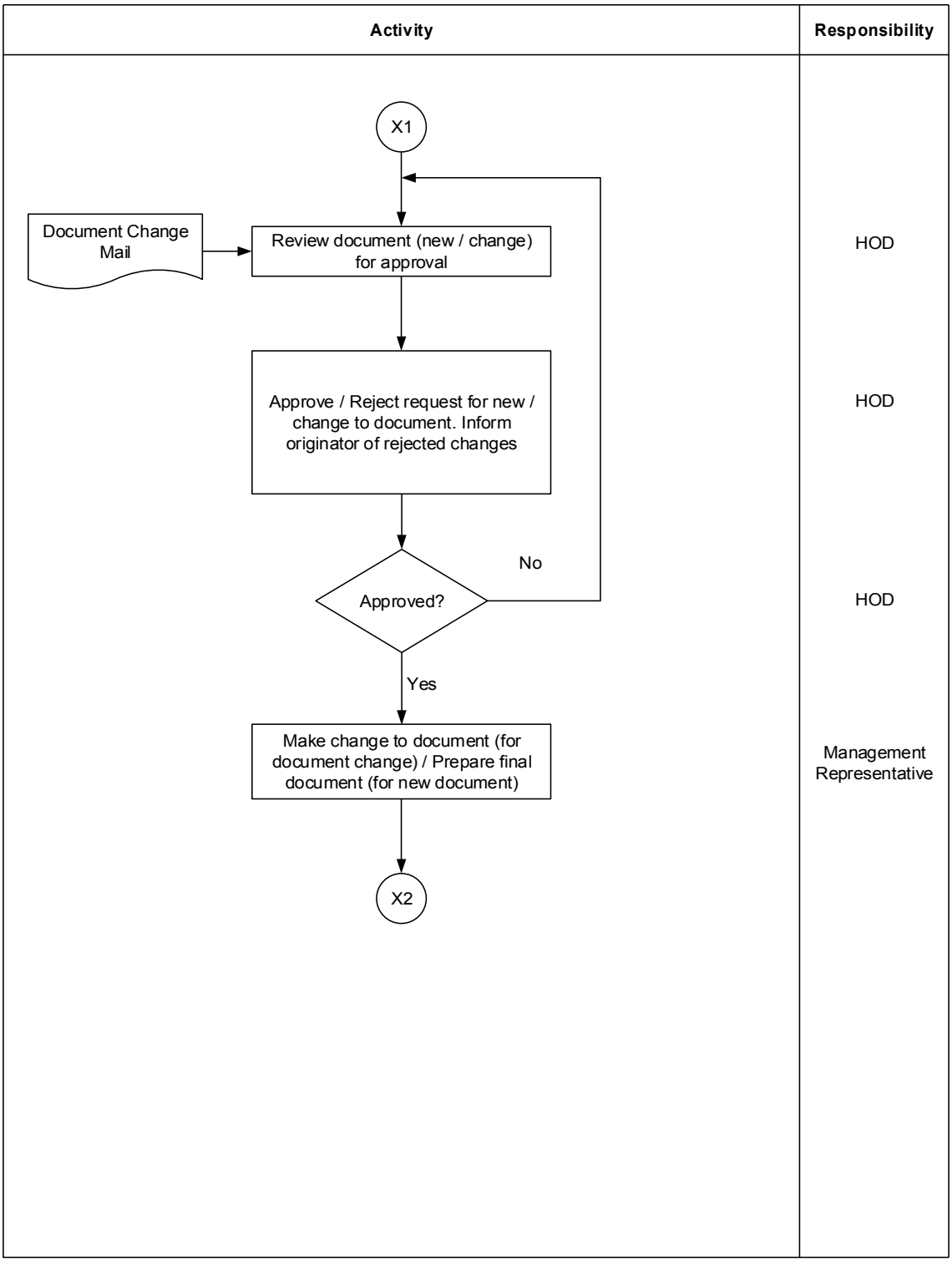
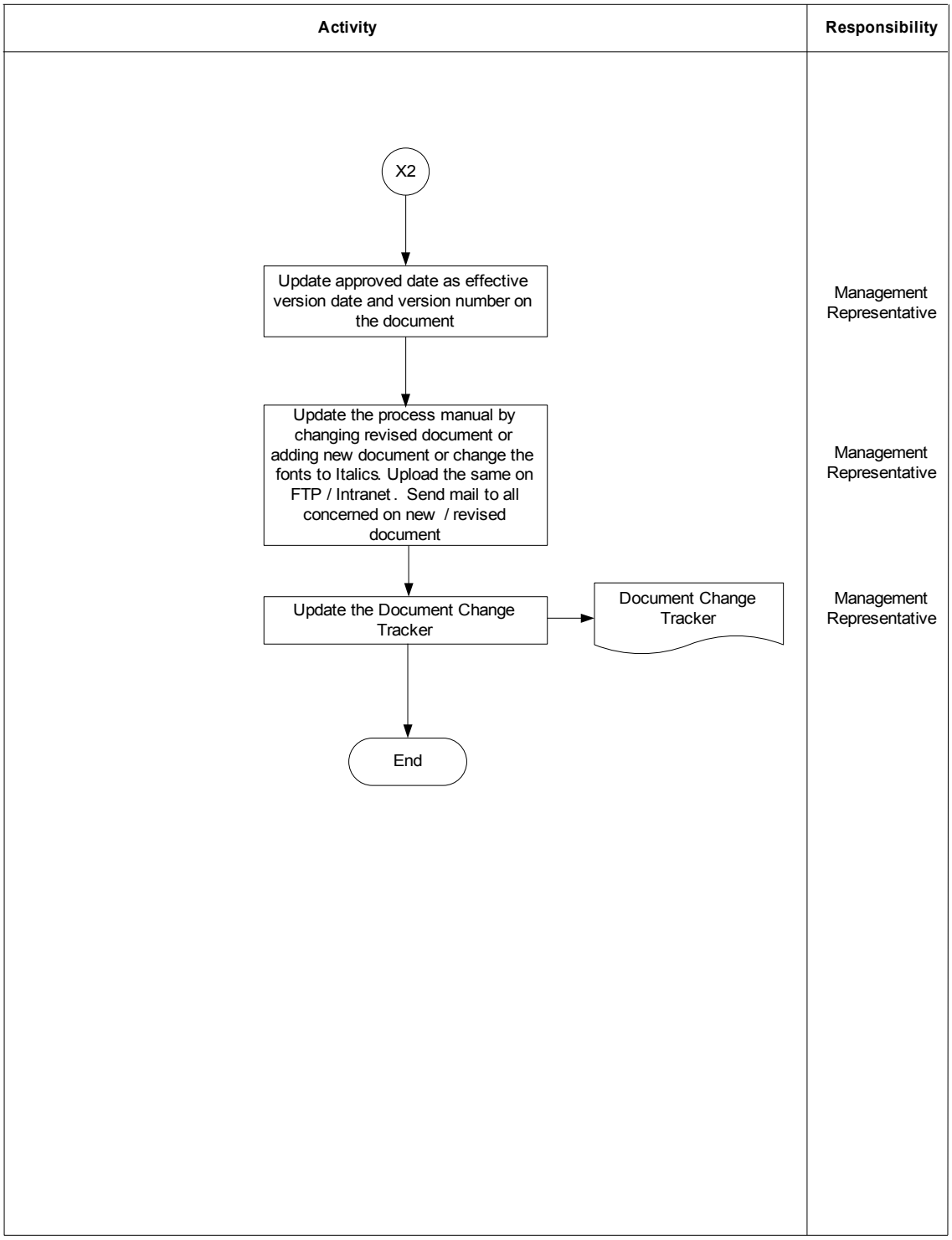

Activity
Responsibility
Start
Initiate new document / change to document
Document Change Mail
Originator
Determine the personnel & processes impacted by this new process / change
Originator
Discuss and agree on inclusions and exclusions to the process with personnel impacted (in a review session)
Originator
New document / Change?
Change
B
Originator
New
B1
Send document to Management Representative (MR)
Document
Originator
Number document as per nomenclature used for numbering of existing documents
Management Representative
Update in Document Change Tracker
Document Change Tracker
Management Representative
X1


Activity
Responsibility
X1
Document Change Mail
Review document (new / change) for approval
HOD
Approve / Reject request for new / change to document. Inform originator of rejected changes
HOD
No
Approved?
HOD
Yes
Make change to document (for document change) / Prepare final document (for new document)
Management Representative
X2


Activity
Responsibility
X2
Update approved date as effective version date and version number on the document
Management Representative
Update the process manual by changing revised document or adding new document or change the fonts to Italics. Upload the same on FTP / Intranet . Send mail to all concerned on new / revised document
Management Representative
Update the Document Change Tracker
Document Change Tracker
Management Representative
End

Activity	Responsibility
B	
Make required change in the document and highlight the same → Document	Originator
Send Document Change Mail with the following details: - suggested change - reason for change - impact of change → Document Change Mail	Originator
B1	