

## 0.4 DOCUMENT CONTROL OF IMS MANUAL

### 0.4 Document Control System for IMS Manual

#### 0.4.1 Structure of the Manual

The IMS Manual is structured to describe the Integrated Management System in sections, and these sections are arranged in serial order. IMS Manual pagination is continuous and it is mentioned in the Footer as referred in "Contents". Title page indicates the current Issue number only. The current Issue Number is mentioned in every section of the Manual for reference purpose. Revision number which is applicable to a specific section is indicated under "Section Revision" in the Footer.

#### 0.4.2 Procedure for revision, updating and amendment of the IMS Manual

The Management Representative – QMS & EMS (hereafter called MR) is authorized by the Managing Director (MD) to carry out the activities of preparation, issuing, maintenance and updating of the Manual.

MR reviews the IMS Manual periodically, at least once in two years, for ensuring its adequacy and update as necessary. No revision is implemented unless it is approved by the Managing Director.

M.R ensures that the latest version of IMS manual and other documents related to IMS are made available to all users. Hard copy of document is issued to controlled copy holders where required, or on need basis and also the IMS Manual and Procedures are uploaded in the KSPHC website with write protected file format.

When revision(s) takes place, the revision is indicated by the revision number in the revised section and recorded in the Revision Record (*Refer Section 0.3*). IMS Manual will be issued under next Issue Number in the event of following:

- a) If the number of revisions made to the manual under a Issue Number equals 10
- b) If revisions made to any individual sections equals 10, or
- c) If more than 10 sections are revised at a time

The insertion of the additional/revised sections and the removal of the old sections in the Hard Copies of the Manual is the responsibility of MR. All old sections so removed are

destroyed by shredding, or it will be stamped "**OBSOLETE**" and retained by MR till next issue.

#### **0.4.3 Issue procedure of IMS Manual**

The distribution of the Manual and the subsequent revision(s) made to it are controlled by the MR.

The Master Copy of the Manual bears the signature of the approving authority in original. Copies of the Manual, which are meant for others, are legibly photocopied from Master Copy and bear rubber stamp "**CONTROLLED COPY**" in red colour on each page of the Manual.

Additional copies of the Manual, required by external agencies, if any, are issued by MR and such copies of the Manual are stamped "**UNCONTROLLED**". These uncontrolled copies do not come under the purview of document revision procedure and are not used within KSPHC.

The MR maintains a record of the distribution list controlled copy holders of the IMS Manual.