Quality Management System	**POWER GRID COMPANY OF BANGLADESH LTD.**	**QUALITY PROCEDURES**
	TITLE: PROCEDURE FOR DOCUMENT CONTROL	

Document No:	QP-DCL-1	Revision No.:	01	Effective Date:	04/06/13	Page:	1	of	5

1. Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD.
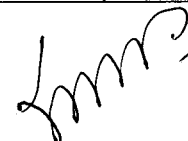
2. Purpose:
   a. To identify the current revision status of documents,
   b. To ensure that relevant version of applicable documents are used,
   c. To ensure that documents remain legible, readily identifiable and available at point of use.
   d. To prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.1	Plan for document control is as follows.		MR		
1.2	The list of documents and data as per Master Lists of QM, Procedures, Work Instructions, Formats, Records are maintained to control the documents and data.	QF-DCL-01, QF-DCL-02, QF-DCL-03, QF-DCL-04, QF-DCL-05	MR		Planned and numbered document control system
	The numbering system of document is as follows: **TIER-1 Document** **Quality Manual:** Each Chapter of the Quality Manual is numbered to take into account the corresponding clause of the Quality Standards ISO 9001: 2008 **Example:** **QM-05** • **QM**: Quality Manual • **05**: ISO 9001:2008 section no. 5		MR	As and when required	Identification
	TIER-2 Documents **Procedures No.** **QP-DCL-1** • **QP**: Procedure • **DCL**: The coded area in which the procedure is broadly applicable, as shown below **ADT**: Internal Financial Audit **CMP**: Company Affairs **CNP**: Non-Conformity of Product **CNS**: Communication Network Management System Maintenance **DCL**: Document & Record Control. **DGN**: Design Control **FCL**: Optical Fiber **FIN**: Financial Affairs **HRM**: Human Resource Development **ICT**: Information and Communication Technology **IQA**: Internal Quality Audit **MIS**: Management Information System **MNG**: Management Review **NCP**: Nonconformance, Corrective and Preventive Actions **PIM**: Project Implementation **PPL**: Project Planning **PRO**: Procurement **PSO**: Power System Operation & Control **RTS**: Research and Technical Services **SIS**: Surveillance inspection of S/Station **SMD**: SCADA Maintenance Division **SPL**: System Planning		MR, Directors, Functional Heads	As and when required	Identification

Reviewed by (MR):

Approved by (MD):

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
	SPM: System Protection & Metering **SSM:** Substation Maintenance **SSO:** Substation Operation **STR:** Store **TLM:** Transmission Line Maintenance **TRD:** Telecommunication and RTU **TQM:** Total Quality Management • 1: running serial number of Procedures within the scope of the area.				
	TIER-3 Documents **Forms:** Example: **QF-DCL-01** • **QF:** Quality Form • **DCL:** The coded area in which the form is broadly applicable as shown below **ADT:** Internal Financial Audit **CMP:** Company Affairs **CNP:** Non-Conformity of Product **CNS:** Communication Network Management System Maintenance **DCL:** Document & Record Control. **DGN:** Design Control **FCL:** Optical Fiber **FIN:** Financial Affairs **HRM:** Human Resource Development **ICT:** Information and Communication Technology **IQA:** Internal Quality Audit **LDC:** Power System Operation & Control **MIS:** Management Information System **MNG:** Management Review **NCP:** Nonconformance, Corrective and Preventive Actions **PIM:** Project Implementation **PPL:** Project Planning **PRO:** Procurement **RTS:** Research and Technical Services **SIS:** Surveillance inspection of S/Station **SMD:** SCADA Maintenance Division **SPL:** System Planning **SPM:** System Protection & Metering **SSM:** Substation Maintenance **SSO:** Substation Operation **STR:** Store **TLM:** Transmission Line Maintenance **TRD:** Telecommunication and RTU **TQM:** Total Quality Management • 01: Two digit running Serial Number of the form within the scope of the area		MR, Directors, Functional Heads	As and when required	Identification
	Documents: **Quality Documents :** Example: **QD-ADT-01** • **QD:** Quality Document • **ADT:** The coded area in which the documents broadly applicable as shown below **ADT:** Internal Financial Audit **CMP:** Company Policy			As and when required	Identification

Reviewed by (MR):

Approved by (MD):

Quality Management System	**POWER GRID COMPANY OF BANGLADESH LTD.**	QUALITY PROCEDURES
	TITLE: PROCEDURE FOR DOCUMENT CONTROL	

Document No:	QP-DCL-1	Revision No.:	01	Effective Date:	04/06/13	Page:	3	of	5

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
	CNP: Non-Conformity of Product **CNS:** Communication Network Management System Maintenance **DCL:** Document & Record Control. **DGN:** Design Control **FCL:** Optical Fiber **FIN:** Financial Affairs **HRM:** Human Resource Development **ICT:** Information and Communication Technology **IQA:** Internal Quality Audit **MIS:** Management Information System **MNG:** Management Review **NCP:** Nonconformance, Corrective and Preventive Actions **PIM:** Project Implementation **PPL:** Project Planning **PRO:** Procurement **PSO:** Power System Operation & Control **RTS:** Research and Technical Services **SIS:** Surveillance inspection of S/Station **SMD:** SCADA Maintenance Division **SPL:** System Planning **SPM:** System Protection & Metering **SSM:** Substation Maintenance **SSO:** Substation Operation **STR:** Store **TLM:** Transmission Line Maintenance **TRD:** Telecommunication and RTU **TQM:** Total Quality Management **TSS:** Safety Manual **01:** Two digit running Serial Number of the document within the scope of the area			As and when required	Identification
	Documents: **Work Instruction:** Example: **WI-PSO-01** • **WI:** Work Instruction • **PSO:** The coded area in which the work instruction is broadly applicable as below **ADT:** Internal Financial Audit **CMP:** Company Affairs **CNP:** Non-Conformity of Product **CNS:** Communication Network Management System Maintenance **DCL:** Document & Record Control. **DGN:** Design Control **FCL:** Optical Fiber **FIN:** Financial Affairs **HRM:** Human Resource Development **ICT:** Information and Communication Technology **IQA:** Internal Quality Audit **MIS:** Management Information System **MNG:** Management Review **NCP:** Nonconformance, Corrective and Preventive Actions		MR, Directors, Functional Heads	As and when required	Identification

NB: Quality Procedures, Work Instructions, Formats, Tags, Charts, Registers are to be reviewed and approved by concerned GM and Director respectively, in the area of DCL, IQA, MNG, by MR and MD respectively.
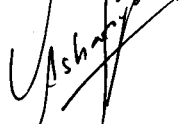
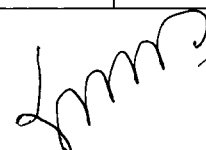Reviewed by (MR):   Approved by (MD):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.	QUALITY PROCEDURES
	TITLE: PROCEDURE FOR DOCUMENT CONTROL	

Document No:	QP-DCL-1	Revision No.:	01	Effective Date:	04/06/13	Page:	4	of	5

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
	PIM: Project Implementation **PPL:** Project Planning **PRO:** Procurement **PSO:** Power System Operation & Control **RTS:** Research and Technical Services **SIS:** Surveillance inspection of S/Station **SMD:** SCADA Maintenance Division **SPL:** System Planning **SPM:** System Protection & Metering **SSM:** Substation Maintenance **SSO:** Substation Operation **STR:** Store **TLM:** Transmission Line Maintenance **TRD:** Telecommunication and RTU **TQM:** Total Quality Management **01:** Two digit running serial number of the Work Instructions within the scope of the area				
1.3	The authority to review, approve and issue the Quality System Documents given below will be done by the respective personnel shown in responsibility column: Title Quality Manual Quality Procedures Work Instructions Documents Formats, Tags, Charts, Registers		Rev. Appr. MR MD GMs D GMs D GMs D GMs D	When necessary	Review and Approval of document
1.4	All the Quality System documents, which are to be issued by MR, are signed in black ink and Reviewed by and Approved by columns by the appropriate authority and forwarded to MR as Master Copy.		MR	When necessary	Authenticity of document
1.5	MR shall ensure to upload all Quality System documents in PGCB website http://www.pgcb.org.bd. All documents shall be in Portable Document Format (pdf).		MR	As and When necessary	Issue
1.6	MR shall ensure that whenever a Quality System document (Quality Manual, Procedures, Forms etc,) is changed in due process, it is uploaded in the PGCB website immediately.		MR	As and When necessary	Updating for change
1.7	The Obsolete Documents shall be removed from the website. If any user wants to retain a printed copy of the obsolete documents. Those Obsolete Documents shall be marked OBSOLETE and shall be kept in a separate obsolete file.		MR	When necessary	Ensure use of latest version
1.8	In case of any need of changes in Quality Manual, Procedures, Forms, the proposal of the review is placed by appropriate Functional Head in appropriate form. This is placed in Management Review meeting. After receiving the approval, the same procedures starting from 1.3 to 1.8 are followed with proper revision no. of the controlled document.	QF-DCL-06	MR	When necessary	Change process

Reviewed by (MR):

Approved by (MD):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.	QUALITY PROCEDURES
	TITLE: PROCEDURE FOR DOCUMENT CONTROL	

Document No:	QP-DCL-1	Revision No.:	01	Effective Date:	04/06/13	Page:	5	of	5

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.09	On receipt of special requirement and duly approved by MD, additional copies of Quality Manual can be delivered by MR marked UNCONTROLLED in violet ink.		MR	When Necessary	
1.10	Uncontrolled Copes are not subjected to updating.		Directors, Functional Heads, MR		Ensure use of updated version
1.11	It is the responsibility of every user to keep updated copies of all the documents as per the updated table of documents released from time to time.		Directors, Functional Heads		
1.12	All the document bear document no and revision no. in the top corner. Revision no number starts from 0 and increased by 1 after every issue with effective date.				Effect of change
2.1	Whenever any revision takes place in Quality Manual, Procedures, Forms & others, only the affected pages of a chapter are reissued by increasing the issue no by 1. A record of revision is maintained under Revision History	QF-DCL-07	MR	When Necessary	Implementati on
2.2	All the Quality Documents bear page numbers at the top.		MR	When Necessary	Identification
2.3	On every updating of the documents master lists are updated.		MR	When Necessary	Updating
2.4	In case of addition/modification in the text italics indicate the same.		MR	When necessary	
2.5	Documents of external origin are identified in order of date, title and serial number.		MR		Document identification
2.6	Distribution of all document are recorded.		MR		
3.0	Documents at the point of use will be checked during internal audit and from time to time to ensure that latest version is in use.		MR	During internal audit	Review of procedure
4.0	Procedure for Management Review and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.		MR	At least once a year	Review of review system
5.0	Actions will be taken to improve the system on the basis of review		MR	At least once a year	Improvement

NB: Functional Incharge: Divisional heads of Planning & Development, Transmission, System Operation, Protection, Procurement, HRM, Finance, Audits and Secretariat.

Reviewed by (MR):

Approved by (MD):