1. **Scope:** Applies to whole of OHS Management System of POWER GRID COMPANY OF BANGLADESH LTD.

2. **Purpose:**
   a. To identify the current revision status of documents,
   b. To ensure that relevant versions 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
1.0	**Plan for document control is as follows.**				
2.0	**Document Numbering and Control**		MR		
2.1	The list of documents and data as per Master Lists of Health & Safety Manual, Procedures, Work Instructions, Formats, and Records are maintained to control the documents and data.	HSF-DCL-01, HSF-DCL-02, HSF-DCL-03, HSF-DCL-04, HSF-DCL-05, HSF-DCL-06	MR		Planned and numbered document control system
2.1.1	The numbering system of document is as follows: **TIER-1 Document** **Health & Safety Manual**: Each Chapter of the Health & Safety Manual is numbered to take into account the corresponding subject incorporated in the manual **Example:** **HSM-05** • **HSM**: Health & Safety Manual • **05**: Chapter number of the manual		MR		Identification
2.1.2	**TIER-2 Documents** **Procedures:** **Example:** **HSP-DCL-1** • **HSP:** Health & Safety Procedure • **DCL:** The coded area in which the procedure is broadly applicable, as shown below **DCL:** Document & Record Control. **HRD:** Human Resource **HSA:** Health & Safety System Audit **MNG:** Management **NCP:** Nonconformance, Corrective & Preventive Action **OHS:** Occupational Health and Safety **PUR:** Procurement/Purchase		MR, Functional Heads		

Reviewed by (MR):   Approved by (MD):

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.1.3	**TIER-3 Documents** **Forms:** **Example:** **HSF-DCL-01** • **HSF:** Health & Safety Forms for records • **DCL:** The coded area in which the form is broadly applicable as shown below **DCL:** Document & Record Control. **HRD:** Human Resource **HSA:** Health & Safety System Audit **MNG:** Management **NCP:** Nonconformance, Corrective & Preventive Action **OHS:** Occupational Health and Safety **PUR:** Procurement/Purchase **SAL:** Sales • **01:** Two digit running Serial Number of the form within the scope of the area		MR Functional Heads		
2.1.4	**Work Instruction** **Example:** **WI- OHS- 01** • **WI**: Work Instruction • **OHS**: Occupational Health and Safety • **01**: Two digit running serial number of the Work Instructions within the scope of the area		MR, DMR Functional Heads		
2.2	The authority to review, approve and issue the Documents given below will be done by the personnel shown in responsibility column. Title Health & Safety Manual Health & Safety Procedures Work Instructions Formats, Tags, Charts, Registers Specifications, Drawings		MD, MR	When necessary	Approval of document
2.3	All the 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
2.4	Document will be maintained in PGCB web site. Authorized persons are allowed to upload in the web site i.e. uploading is restricted. All documents shall be in Portable Document Format (pdf). A notification to general user shall be issued.		MR	When necessary	

Reviewed by (MR):   Approved by (MD):

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.5	MR shall ensure that whenever a Document (Health & Safety Manual, Procedures, Work Instructions, Formats etc.) is changed in due process, it is uploaded in the PGCB website without undue delay.		MR	When necessary	Updating the change
2.6	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 OBSOLUTE and shall be kept in a separate obsolete file.		MR	When necessary	Ensure use of latest version
2.7	In case of any need of changes in Health & Safety Manual, Procedures, Forms, work instructions, the proposal of the review is placed by appropriate Functional Head in appropriate form. This is placed in Management Review meeting for approval. After receiving the approval, the same procedures starting from 2.3 to 2.4 are followed with proper revision no. of the controlled document.		MR	When necessary	HSF-DCL-01
2.8	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.		Functional Heads		
2.9	All the documents bear document no. and revision no. in the top corner. Revision no number starts from 00 and increased by 1 after every issue with effective date.				Ensure use of updated version
2.10	Whenever any revision takes place in Health & Safety Manual, Procedures, Forms & others, only the affected pages are reissued by increasing the issue no by 1. A record of revision is maintained under Revision History.		MR	When Necessary	Implementation
2.11	All the Health & Safety Documents bear page numbers at the top.		MR	When Necessary	
2.12	On every updating of the documents master lists are updated.		MR	When Necessary	
2.13	In case of addition/modification in the text italics indicate the same. MR indicates deletion/ modification in his issue letter.		MR	When necessary	

Reviewed by (MR):   Approved by (MD):

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
3.0	**CONTROL OF COMPUTER BASED DATA and DOCUMENTATION**				
3.1	To ensure that computer based data and documentation are secure, a system backup is carried out by the IT department. Details of the backup are recorded on Server Back Up Log. This form is filed and held by IT personnel and the records are retained for a period of one year. The back up tapes are numbered and used in rotation in accordance with IT instructions for back-up of data. One set of tapes is taken from the premises for security reasons.				
4.0	**CONTROL OF EXTERNAL DOCUMENTS AFFECTING HEALTH & SAFETY**				
4.1	A list is maintained of those documents of external origin which may affect management of the business, the end product or the system by which Health & Safety is maintained, and which are subject to update. A copy of the list is held by the Management Representative. It is the responsibility of the head of the department to review this and that of the Management Representative to ensure that the revision status of such documentation is checked on an appropriately regular basis.		MR		HSF-DCL-06
5.0	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, DMR	During internal audit	
6.0	Procedure for Document Control and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.		MR, DMR	At least one time in a year	Review of review OHS system
7.0	Actions will be taken to improve the OHS system on the basis of review.		MR, Divisional & Departmental Heads	At least one time in a year	Improvement

Reviewed by (MR):   Approved by (MD):