



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)

PROCEDURE FOR DOCUMENT CONTROL



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-004

Revision No.: 00

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1.0 Purpose

- To identify the current revision status of documents,
- To ensure that relevant version of applicable documents is used,
- To ensure that documents remain legible, readily identifiable and available at point of use.
- To prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose

2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB) Purpose.

3.0 Terms & Definition

Definition

None

Abbreviations

BPDB- Bangladesh Power Development Board

MR- Management Representative

DD- Deputy Director

4.0 Roles and Responsibility

Clause	Responsibility
5.1, 5.2, 5.3, 5.4, 5.5	MR, Functional Heads
5.6	SE, EAU, DD. (XEN), D&I-1, DD(XEN), PUR

5.0 Procedure

5.1 Plan for document control is as follows

5.2 Document Numbering and Control

All the documents of BPDB under the integrate management system are identified and listed in the "Master List of Document". The list comprises total three level of documents

- Level 1 (High level documents)
- Level 2 (Procedures)
- Level 3 (Forms and Checklist)

Prepared By		Approved By	
Reviewed By			



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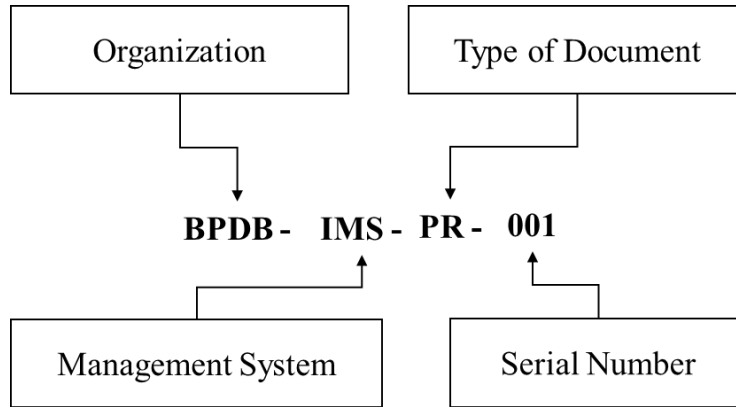
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The document numbering system of Integrated Management System documents are as follows:



Different types of Management System are as below:

IMS: Integrated Management System

The short form for the Type of Document are listed below:

Type of Document	Short Form
Manual	ML
Policy	PO
Procedure	PR
Work Instruction	WI
Forms	FR
Checklist	CL

5.4 Document Approval Process

5.4.1 The authority to review, approve and issue the System Documents given below will be done by the personnel shown in responsibility column.

- Title
- Quality Manual
- Quality Procedures
- Work Instructions
- Formats, Tags, Charts, Registers Specifications, Drawings.

5.4.2 All the documents, which are to be issued by MR, are signed for Reviewed by and Approved by columns by the appropriate authority and forwarded to MR as Master Copy.

5.4.3 MR takes necessary photocopies as per distribution list and issues them affixing CONTROLLED COPY seal in green ink in all pages.

5.4.4 On receipt of latest issues, users update their files by replacing the obsolete one. The obsolete one is sent back to MR.

5.4.5 MR destroys all the obsolete copies from controlled copy files.

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- 5.4.6 The Master Copy of Obsolete Document is marked by red OBSOLETE seal and sent for disposal.
- 5.4.7 In case of any need of changes in any document, 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 serial 5.4.2 to 5.4.5 and is followed with proper revision no. of the controlled document.
- 5.4.8 No photocopies are allowed for Quality Manual or any Controlled Document.
- 5.4.9 On receipt of any special requirement and duly approved by MR, additional copies of System Manual can be delivered marked.
- 5.4.10 Uncontrolled Copies are not subjected to updating. Reviewed by (SE, EAU): VQW
- 5.4.11 It is the responsibility of functional head to keep updated copies of all the documents as per the updated table of documents released from time to time.
- 5.4.12 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. Whenever any revision takes place IMS documents, only the affected pages are reissued by increasing the issue no by 1. A record of revision is maintained under Revision History.
- 5.4.13 All the IMS Documents bear page numbers at the top.
- 5.4.14 On every updating of the documents master lists are updated
- 5.4.15 Issuance of all documents are recorded.

5.5 Control of Computer based data and documentation References

- A small number of controlled documents are generated by computer program. Amendments will not be effective without the attention of the Management Representative.
- Some forms are made accessible as soft copy. Requests for amendments to soft copy are made to MR in writing, who will arrange for the form to be amended/created and saved to the appropriate folder.

Control of External Documents Affecting Quality

- 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 quality is maintained, and which is subject to update. A copy of the list is held by the Management Representative and issued to distribution point. It is the responsibility of the head of the department to review this and that of the Quality Management Representative to ensure that the revision status of such documentation is checked on an appropriately regular basis.

5.6 Implementation & Review

- 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.
- Procedure for Document Control and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

5.7 Distribution of Authority of Review and Approval of Documents

SI. No.	Documents	To be reviewed by	To be approved by
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Prepared By			
Reviewed By		Approved By	



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1.	Manual, procedures for document and record control, management review, nonconformity, corrective & preventive action, internal audit, public relation process and concerned record formats.	SE, EAU	GM, CO
2.	Procedures for HRM, training, organization & method and concerned record formats.	ADDL. D., PER	D., E&D
3.	Procedures for project planning, system planning, design & insp., programme, renewable energy, services (clearance & movement), CRS, electrical equipment, protection & testing, civil works and concerned record formats.	DD. (XEN), D&I-1	D., RE&RD
4.	Procedures for procurement and concerned record formats.	DD(XEN), PUR	DD., PUR
5.	Procedures for generation, auxiliaries, maintenance, project works of generation and concerned record formats.	DS. GEN	CE, SPS
6.	Procedures for Sub-Station Operation, Sub-station Maintenance, Transmission Line Maintenance, project works of distribution, new connection process, customer complaints, commercial operation and concerned record formats.	SE, EAU	GM, CO
7.	Procedures for Managing IPP and concerned record formats.	DD (XEN), IPP CELL 1	D, IPP CELL
8.	Documents of Directorate of Public Relation	DD, PR	D, PR

6.0 Reference

None

7.0 Appendix

None

8.0 Revision History

SI. No.	Revision Number	Section	Change Made	Date of Revision

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