


Doc. No.	ARC-HQ-001	Abaq AlRumaila Company LLC	 شركة عبق الرميطة للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	Document and Data Control STANDARDS, PROCEDURES AND WORK INSTRUCTIONS	
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1 Objective:

To control all documents and data relating to the requirements of the Health, Safety and Environmental Management System (HSEMS).

2 Scope:

This procedure is applicable to overall Abaq AlRumaila Co. LLC industrial general transportation and custom clearance services executed by the company; which demonstrates effective functioning of the HSEMS and provide objective evidence of compliance with specified requirements including documents of external origin.

3 Process Description:

A system has been designed and implemented for Document and Data Control. HSEMS is based on the eight main elements of the HSE Management framework. HSE standards and procedures shall be readily accessible and written in a user friendly mode. A defined process for the development and review of HSE standards, procedures and work instructions is in place which includes employee involvement. This process must ensure that HSE objectives are achieved, best practices are incorporated and legislative requirements are met.

Document Preparation, Review and Approval:


- I. The document / data preparation activity can be assigned to any competent staff in coordination with Quality, Health, Safety & Environment (QHSE) Manager /MR/HACCP Team Leader (HTL). QHSE/MR/HTL is the single person assigned to review the HSEMS.
- II. The HSEMS and the Policy statement to be reviewed by QHSE/MR/HTL and approved by the Group Director.
- III. For minor revisions; only part will be revised, revised area/s will be identified by italic letters.
- IV. For major revisions / number of minor ones are high, the revision number will be incremented (This is at the discretion of HTL).
- V. Master Set of all these documents is maintained with **CONTROLLED COPY IN RED** by QHSE/MR/HTL to ensure that pertinent copies are distributed.
- VI. Documents other than master set shall be copied and distributed internally/externally at the discretion of MR.
- VII. As a rule all obsolete documents are removed from relevant places of distribution and destroyed (Excepting those requiring retention). Obsolete or non-applicable sections are withdrawn or marked suitable to prevent their in advertent use.

Documents of External Origin:

The QHSE/MR/HTL (based on applicability) maintains International standards as applicable to Industrial general transportation and custom clearance services as and when revisions are published.


Numbering:

HSEMS procedures are prepared in view to the eight HSEMS elements corresponding to HQ beside local and regulatory guidelines. For ready identification, storage and retrieval, a numbering system is in place, which has following description –

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- Contents of the procedures are denoted as ARC-HQ-XY, where ARC is for Abaq AlRumaila Co. LLC – ARC.
- HSEP is abbreviation for Health, Safety & Environmental Procedures and XY is the serial number.
- Contents of the work instruction are denoted as ARC-HQW-XY, where W indicates work instruction.
- HQ Manual as ARC-HQ-XY.
- Supporting documents as Annexure are denoted as ARC-ANX-XY

For the uniformity of the documents, the header will be like

Doc. No.	ARC-HQ-001	Abaq AlRumail Company LTD	 شركة عبق الرمييلة للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
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4 Responsibility:

The overall document control responsibility shall be with the QHSE/MR/HTL

5 Reference Document / Records:

ARC-HQ-000
 HQ Manual
 Master List of HQ Documents
 Amendment Record