





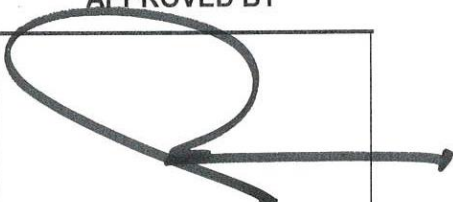
CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.


CONTROL OF DOCUMENTED INFORMATION

Co-X/QHS/SOP01

Revision No.: 00

Effective Date: 1st November 2022

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1.0 OBJECTIVE

The objective of this procedure is:

- 1.1.1 To ensure document & data are reviewed for adequacy.
- 1.1.2 To ensure only approved & latest issue of document & data are used.
- 1.1.3 To use for traceability and corrective action related matters.
- 1.1.4 To define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

2.0 SCOPE

2.1 This procedure shall apply to all documented information, including:

- 2.1.1 Manual.
- 2.1.2 Procedures.
- 2.1.3 Records.
- 2.1.4 Work Instruction.
- 2.1.5 Quality Plan.
- 2.1.6 External Documents & Data.


2.2 For “Record” - This is applicable to all records as stated in **Document Master List (Co-X/QHS/SOP01-R01)** and **Record Master List (Co-X/QHS/SOP01-R02)**.

3.0 DEFINITION

- 3.1 Co-X : Convention & Exhibition (Putrajaya) Sdn. Bhd.
- 3.2 QHSE : Quality, Health, Safety & Environment
- 3.3 DC : Document Controller
- 3.4 HOD : Head of Department
- 3.5 QHSE : Quality, Health, Safety & Environment
- 3.6 MR : Management Representative


4.0 RESPONSIBILITIES

- 4.1 Approval responsibilities are detailed within this procedure.
- 4.2 The DC shall oversee the control of all documents, keep a Document Master List and ensure the safekeeping of identification stamps.
- 4.3 HODs are responsible to maintain and retain quality records as defined in this procedure.
- 4.4 The QHSE Department shall be overall responsible for the effective implementation of this procedure.

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5.0 REFERENCE

5.1	ISO 9001:2015	Clause 7.5 Documented Information
5.2	ISO 14001:2015	Clause 7.5 Documented Information
5.3	ISO 45001:2018	Clause 7.5.3 Control of Documented Information

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6.0 PROCEDURE

6.1 Identifying Change

- 6.1.1** All documented information in Co-X are identifiable as per Table 1 – Document Numbering System.

6.2 Establishment of Documented Information


- 6.2.1** All Co-X personnel are encouraged to identify the need for, and the propose issue of new standard operating procedures, records or any other additional documented information.
- 6.2.2** Co-X's documented information are established and maintained in paper form or electronic media, or both, as listed in Documents Master List and Records Master List. Electronic media may be in the form of text documents, spreadsheets, databases, and specialized software.

6.3 Documents Review and Approve Authority

- 6.3.1** Prior to issue and release, the documents are reviewed for adequacy, accuracy, and conformity to the established quality policy. A document is considered to be formal when it is authorized and approve for release by the issuing authority.
- 6.3.2** Approved and released documents are identified with the name (or initials) of the issuing and where appropriate, approving authority and the effective date.
- 6.3.3** The approving authority for documents in Co-X is summarized in Table 2 – Documented Information Review & Approval Table.

6.4 Distribution of Initial and Revision Issues

- 6.4.1** Documents are distributed to personnel where they are needed to correctly carry out, manage, and verify the pertinent processes, activities and jobs as listed in Document Master List.
- 6.4.2** Revisions of paper documents are distributed to the same personnel as the original issues. Upon receiving a new, revised copy of a document, the recipient is required to remove and destroy the old, superseded version of the document. Maintaining unauthorized files with superseded revisions of controlled documents is prohibited.
- 6.4.3** The original documents, either hard or electronic copies, are kept and maintain by DC and copies stored in server are controlled copy.

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6.4.4 Printouts of electronic documents from the server are not controlled as they are not followed up with revisions and shall not be used by personnel who manage, perform or verify work that is directly affected by the document.

6.5 Revisions Control

6.5.1 Document Change Notice (DCN) (Co-X/QHS/SOP01-R03) shall be initiated for any new, revision or obsolescing of any level of documentations.

6.5.2 The reason for new, revision or obsolescing is to be clearly specified, attached with the draft of proposed document [if any] is submitted for review and approval signatories.

6.5.3 Upon obtaining approval, the DC prepares the final versions of documents, updates the revisions status, indicate the nature of changes on the document and obtain approval signatories as per Table 2 – Documented Information Review & Approval Table.

6.6 Indexing and Storage

6.6.1 Records are indexed and grouped to facilitate their retrieval. Files, Binders, drawers, cabinets, computer disks and etc., containing records are clearly labeled with identification of their content.

6.6.2 Paper form documented information are stored in a dry and clean location and electronically saved documented information are regularly backed up.


6.7 Control of Obsolete QMS Documented Information

6.7.1 The DC retrieves the prior version of “**Controlled Copy**” during the distribution process and dispose immediately by means of tear off.

6.7.2 “**Original**” and other obsolete documents that are subjected for retention are identified accordingly as per Table 3 – Documented Information Control Stamps and kept separately from any active documents storage.

6.7.3 Records that are required to retain for reference, legal, business and other purposes are listed in Table 4 – Records Retention Period and Record Master List. Records that expired on their retention period are purged out from the storage for disposal by obtaining approval from MR.

6.7.4 Obsolete electronic saved document files are removed from the server and stored into a disk that is accessible to authorized personnel only.

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6.7.5 Users are strictly prohibited from maintaining any unauthorized files with superseded revisions of “**Controlled Copy**”.

6.8 Control of External Documents

6.8.1 The external document (refer to section 2.0) is controlled accordingly on their revisions and distribution.

6.8.2 Upon received new / revise external documents, it shall be submitted to DC for review and register.

6.8.3 DC affixes suitable identification as per Table 3 – Documented Information Control Stamps and distribute accordingly to section Document Master List.

6.9 Accessibility and Maintenance

6.9.1 The “**Original**” documents are filed and safeguarded from any lost or damages by DC and only accessible to MR.

6.9.2 The electronic saved “**Original**” files are protected and only accessible by DC and the MR. Controlled copies stored in server are made available only in pdf format to prevent unauthorized changes.

6.9.3 The “**Controlled Copy**” documents are filed and maintained accordingly by the individual department.

6.9.4 The HOD shall ensure that the “**Controlled Copy**” files are placed accordingly at the points of use or as near as practical to the points of use to enable the accessibility to department users.


6.9.5 MR and all concern HOD shall review all the documented information periodically to ensure the suitability, adequacy and legibility to the established policies.

7.0 RECORDS

7.1 Co-X/QHS/SOP01-R01 Document Master List

7.2 Co-X/QHS/SOP01-R02 Record Master List

7.3 Co-X/QHS/SOP01-R03 Document Change Notice (DCN)

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8.0 APPENDIX / ATTACHMENT

8.1	Document Numbering System	[Table 1]
8.2	Documented Information Review & Approval Table	[Table 2]
8.3	Documented Information Control Stamp	[Table 3]
8.4	Process Flow	


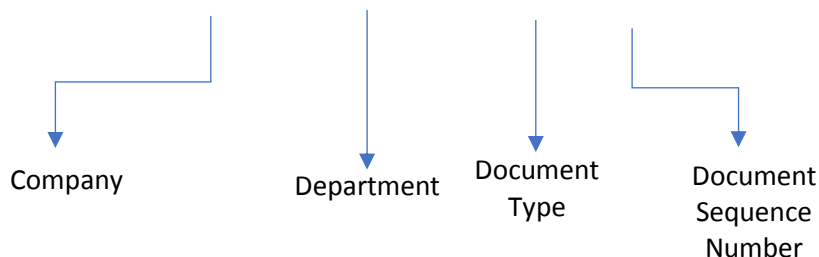
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Table 1 – Document Numbering System

Co-X / HCA / SOP01



Department		Documents Type	
Name	Code	Name	Code
Human Capital & Administration	HCA	Manual	M
Account & Finance	AFD	Standard Operating Procedure	SOP
Quality, Health, Safety & Environment	QHS	Work Instruction	WI
Security	SEC	Record	R
Facility Management	FMD		
Sales Operation	SOD		
Food & Beverages Operation	FBO		
Corporate Development & Strategy	CDS		
Information & Communication Technology	ICT		
Putrajaya Catering Services	PCS		


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Table 2 – Documented Information Review & Approval Table

Level	Document	Verify/ Review	Approval
1	Manual	Management Representative	CEO
2	Standard Operating Procedure	Respective HOD	CEO
3	Records	Process Owner	Respective HOD
	Work Instruction	Respective HOD	CEO

Table 3 – Documented Information Control Stamps

Identification	Description
ORIGINAL	Affix stamp in red ink [as shown] on the front portion of the documents.
CONTROLLED COPY	Affix stamp in red ink [as shown] on the front portion of the documents. Preferably on blank space.
OBSOLETE	Affix stamp in red ink [as shown] on the front portion of each pages.



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Table 4 – Records Retention Period

Record Type	Examples	Minimum Retention Period
Quality system records	<ul style="list-style-type: none"> • Audit reports • Corrective action requests • Analysis of Data • Supplier assessment records • Customer Complaints • Meeting records /Minutes Meeting 	<p>5 years after production of records or amendments in circulation.</p> <p>Thereafter, archived for 5 years and disposed with MR's approval.</p>
Records Associated with a Contract	<ul style="list-style-type: none"> • Event Orders • Contract Review • Inspection and test records • Subcontractor supplied records • Contract review records • Nonconformance reports 	<p>5 years after completion of order, and payment receipt.</p> <p>Thereafter archived for 5 years & dispose with MR's approval.</p>
Administration	<ul style="list-style-type: none"> • Approved Supplier List • New Supplier Evaluation Form • Existing Supplier Evaluation Form • Material Requisition • Purchase Order • Contract Review Form 	<p>5 years after production of records.</p> <p>Thereafter, archived for 5 years and disposed with MR's approval.</p> <p>7 years for POs.</p>
Training Records	<ul style="list-style-type: none"> • Training Schedule • Post training Evaluation Form • Employee Training History • Training Attendance List / Evaluation 	<p>Duration of employee in Co-X Putrajaya</p>
Calibration & Machine records	<ul style="list-style-type: none"> • Equipment List • Record log 	<p>Life span of machine & equipment at PICC</p>
Legal related Records	<ul style="list-style-type: none"> • Accident/Incident Reporting • Noise monitoring • Licenses, permits • Health risk assessment • CHRA 	<p>Minimum 7 years after production of records or as required by legal, and other applicable requirements, whichever is longer.</p>

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PROCESS FLOW

