

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION			
PROCEDURE FOR CONTROL OF DOCUMENTED INFORMATION			
Doc. No. JAL/R&E/DOC/PR/01		TITLE PAGE	
Issue #	Issue Date	Revision No.	Revision Date
B	20.10.2018	00	20.10.2018

DISTRIBUTION LIST*

Sl. No	COPY HOLDER
01	QMS COORDINATOR

*Soft copy available in ERP for reference.

Copy No	
Copy Holder	

AMENDMENT RECORD

AMENDMENT			DISCARD		INSERT	
SL. NO	DATE	DESCRIPTION	Page No	Rev. No.	Page No.	Rev. No.
01	20.10.18	In view correction of all pages, Issue-A has made to Issue-B	--	--	---	--

	POSITION	SIGNATURE	DATE
Prepared by	AM ISO- CELL		
Verified and Approved by	QMS COORDINATOR		

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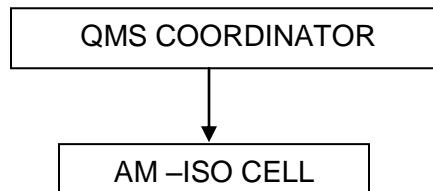
1.0 PURPOSE

This document lays down the procedure to be followed for Numbering, Approval, Issue, Changes/Modifications and control of Documented information.

2.0 SCOPE :

(CI: 7.5.2 of IS/ISO-9001:2015 – Creating & Updating)
(CI: 7.5.3 of IS/ISO-9001:2015 -- Control of Documented information)

3.0 DEPARTMENT FUNCTION CHART:



3.1 RESPONSIBILITIES AND AUTHORITIES (CI: 5.3 of IS/ISO-9001:2015)

3.1.1 QMS COORDINATOR

- i. Responsible to establish, maintain and control all documents and data related to the Quality Systems Requirements.
- ii. Co-ordinate with departmental heads to ensure adequacy of Documents prior to issue and changes.

3.1.2 ASSISTANT MANAGER - ISO CELL

- i. Responsible to maintain and control quality manual.
- ii. To establish, maintain and control all departmental procedures and formats
- iii. Responsible to identify the current revision status of documents and to ensure that appropriate documents are available at all essential locations.
- iv. To ensure that the invalid and / or obsolete documents are promptly removed from all points of issue or use.
- v. To assist QMS coordinator for implementation and maintenance of Quality Systems.
- vi. To maintain & control of documented information.

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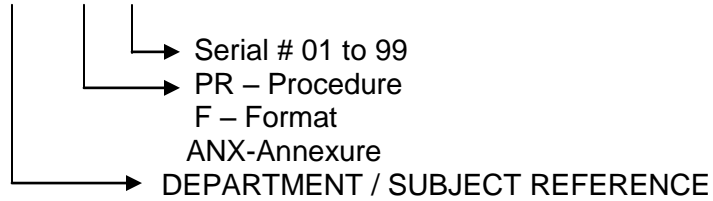
4.0 REFERENCES

1. Quality Manual
2. All Departmental Procedure and
3. Formats.

5.0 PROCEDURE

5.1 Quality System Documents – The Numbering Scheme for Quality System Documents is as under:-

a) JAL/R&E/XXX/XX/XX



QA – Quality Assurance
MAR(D)– Marketing (Domestic)
MAR(E)- Marketing (Export)
SHP - Packing & Shipping
PUR (IND) - Purchase (Indigenous)
PUR (IMP) - Purchase (Import)
CH - Cast House
ROL - Rolling
PPC - Planning & Production Control
EFOU - Extrusion Foundry
EPRN - Extrusion Production
EQA - Extrusion Quality Assurance
TS - Tool Shop
MAT – Maintenance
STO – Stores
DOC – Control of Documented Information
IA – Internal Audit
TRG - Training
RDI – Retaining Documented Information
NCO - Control of Non-Conforming Output
RO – Risk & Opportunities
MRM- Management review meeting
NCA- Non conformity & corrective action

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b) New issue Number shall be given when fresh procedure is issued.

- 5.3.1 The QMS Coordinator maintains master list of documents. Obsolete documents are destroyed. Amendment advice is raised by the concerned department only after discussion with QMS Coordinator and concurrence obtained thereafter; Documents will be amended after receipt of Amendment Advise (Format No.JAL/R&E/DOC/F/03) from the department concerned. Amendments of documents will be done as per Annexure No. JAL/R&E/DOC/ANX/02. Master List of distribution of Documents is maintained as per Format No. JAL/R&E/DOC/F/04. All the controlled documents are issued with controlled Seal.
- 5.3.2 Only two controlled hard copies of Quality System Manual, Departmental Procedures & formats are maintained. One copy is maintained with the QMS coordinator and the other with respective departmental heads. However, Quality system manual and all departmental procedures are also made available in ERP for reference by all.
- 5.3.3 Whenever any amendment is made in the departmental procedure, same is recorded and issued to concerned department as per format No.JAL/R&E/DOC/F/03. Whenever amendments are made in Quality System Manual, the same is updated in ERP. Information about the amendment is communicated by email to all departments.
- 5.10 Quality department shall maintain a list of relevant National standards & shall review the list atleast once in a year by referring to BIS website to check whether any amendments have been issued.
- 5.11 Quality department shall be responsible to ensure that the latest version / amendment of the relevant standards are procured.
- 5.14 Information Technology (IT) department is responsible to provide hardware & software support for all the departments. The guidelines for functioning is as addressed in para-63 to 72, part-V of JAL's General Procedure dated 01.10.2008. The staff is responsible for protecting confidentiality of the following company's information:
- Passwords
 - Logging of work station
 - No access to staff of other departments
 - Not copying company's information
 - Not using personal media (like: pen drive, CD/DVD, floppy, etc)
 - Not allowing outsiders to use
 - Total respect to confidentiality of documents
 - Prohibiting access to another user's file without authorization

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5.15 Secrecy of maintaining the Password:

JAL is providing a password for log-in into ERP at the time of providing new Id to the users which can be changed by users at their end without any interference of IT. Once it is changed, even IT department person cannot read it because it is saved in encrypted form in the database. Only an authorized person from IT department can initialize the password in case it is forgotten by the user.

5.16 The following are common formats for all departments and are available in all the departmental procedures:

- a) JAL/QO/F/01 & 02 – Quality Objectives Monitoring Record
- b) JAL/TRG/F/01 – Employee Details
- c) JAL/TRG/F/02 – Training Needs Identified
- d) JAL/TRG/F/03 -- Training attendance sheet
- e) JAL/TRG/F/04 – Review of training effectiveness

5.17 To control and issue National and JAL Standards. The following four JAL standards are issued by the Sr. Design Engineer with due approval from the concerned departments as and when any revision takes place with new issue number & date. Accordingly, copies of old issue are withdrawn & new issue are issued with acknowledgement:

Sl. No	Standard Number	Description	Issued to (Dept)
1	JAL/STD/001	Standard for composition range of various Hot Die & High Speed Steel	Tool Shop, Purchase & QA
2	JAL/STD/003	Standard for Chemical Composition of Aluminium Alloys	Production, QA, Foundry & Tool Shop
3	JAL/STD/004	Standards for Billet Temperature range for different Al. Alloys	Production
4	JAL/STD/005	Standard for Ageing Oven Temperature, Time & Hardness	Production

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LIST OF RECORDS

Sl. No	PARTICULAR	FORMAT NUMBER	PREPARED BY	APPROVED BY
01	Master list of Document	JAL/R&E/DOC/F/01	} AM-ISO CELL	QMS COORDINATOR
02	Master list of Formats	JAL/R&E/DOC/F/02		
03	Amendment Advise for Document	JAL/R&E/DOC/F/03		
04	Master list of distribution of Documents	JAL/R&E/DOC/F/04		
05	Document Distribution Record	JAL/R&E/DOC/F/05		

Note:

The computer generated documents (soft copy) will not be having the signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.

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AMENDMENT OF DOCUMENTS

1. Amendment Advice for Document in format No.JAL/DOC/F/03 is prepared by the concerned department & Approved by QMS Coordinator.
2. AM-ISO Cell has to incorporate the changes in the particular pages in the manual / procedure/Formats.
3. The revision number of the revised page is incremented with next number and date of revision is also changed to new date. The revision number and date are also mentioned in the title page.
4. The revision particulars are entered in the Amendment record in the front page of all the procedures and manual. The format for amendment record is as shown below

AMENDMENT			DISCARD		INSERT	
Sl. No.	Date	Description	Page No.	Rev. No.	Page No.	Rev. No.

5. The revised documents are issued to the copyholders and obsolete copies are collected back and destroyed.
6. In case of format is getting revised, the master list of formats is also updated for the latest revision number.
7. When whole issue of the manual/Procedure is revised, the issue number is incremented by next alphabet and date is also changed to new issue date. When the issue is changed, the revision number in all the pages is made zero and amendment record is also deleted for all the amendments in the previous issue.
8. When issue is changed, the master list of documents (JAL/R&E/DOC/F/01) is updated for the new issue number and date.
9. For easy identification of the amendment issued the amendment to appear in 'bold Italics'.

<p align="center">JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION</p>	
<p>Rev. No.: 00</p>	<p>Revision Date:20.10.2018</p>

MASTER LIST OF DOCUMENTS

(With current issue & revision status)

Format No: JAL/DOC/F/01

Sl. No.	Description of Document	Document No.	Latest Issue No.	Date of Issue	Latest Revision No.	Revision Date	Prepared By	Verified By	Approved By
01	02	03	04	05	06	07	08	09	10

PREPARED BY

AM-ISO CELL

APPROVED BY

QMS COORDINATOR

Retention period: Soft copy is available in System.

MASTER LIST OF FORMATS

Format No: JAL/DOC/F/02

SL. NO.	FORMAT NO.	DESCRIPTION OF FORMAT	REVISION NO.	APPROVED BY

PREPARED BY
AM-ISO CELL

APPROVED BY
QMS COORDINATOR

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AMENDMENT ADVISE FOR DOCUMENT

Format No. JAL/DOC/F/03

Document No.	:		
Document description	:		
Current Issue No.	:		Date :
Current Revision No.	:		Date :
Page No.	:		
AMENDMENT:			
REASON FOR AMENDMENT:			
<i>PREPARED BY HOD:</i>		<i>DATE:</i>	
<i>APPROVED BY QMS COORDINATOR:</i>		<i>DATE:</i>	

Retention Period: Hardcopy is available Up to 2 years.

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MASTER LIST OF DISTRIBUTION OF DOCUMENTS

Format No: JAL/DOC/F/04

Sl. No	Quality Manual / Procedure	Doc. No.	Control Copy holders (Hard Copies)		Soft copy available in ERP (Read only) for other concerned departments & Departmental heads	
			01	02		

PREPARED BY

APPROVED BY

AM-ISO CELL

QMS COORDINATOR

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DOCUMENT DISTRIBUTION RECORD
 Format No: JAL/DOC/F/05

Sl. No	Document Number	Document Name	Existing			New			No. of Pages
			Issue Number	Rev No	Rev Date	Issue Number	Rev No	Rev Date	

PREPARED BY

APPROVED BY

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QMS COORDINATOR

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