# DOCUMENT CONTROL PROCEDURE

| Rev No. | Reason for Revision | Prepared By | Reviewed By | Approval by |
|---|---|---|---|---|
| 00 | Initial Issue | R&P Sub Committee | D Kamath | Vijay Chourey |
| 01 | Revised to align with requirements of ISO 9001 and OHSAS 18001 | ----Sd------<br>Sambit Kumar Sahoo<br>(Group Head (Mechanical) - Core Technology) | ----Sd------<br>Navendra Singh<br>(Group Head – P & CB; Corp Safety.) | ----Sd------<br>Vijay Chourey<br>(Chief – Corp Safety) |
| 02 | Periodic revision | Navendra Singh<br>Head- Safety (T&D) Corp safety | Rajesh Sharma<br>Head- Safety (Generation) Corp safety | Suresh Khetwani<br>Chief - Corporate Safety & Environment |

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1. **OBJECTIVE:** The objective of this procedure is to provide guidelines for ensuring uniformity in maintaining, updating and quick retrieval of Safety documents.

**2. SCOPE:** This procedure applies to all documents of Tata Power Safety Management System.

**3. EXPECTED RESULTS:**

3.1. Uniformity in documentation of Tata Power Safety Management System.

3.2. Preparation, updating, issue and control of the Safety documents.

3.3. Timely retrieval of documents.

3.4. Availability of updated Safety document to Stake Holders.

**4. ACCOUNTABILITY & RESPONSIBILITY:**

4.1. **ACCOUNTABILITY:** Safety Rules and Procedure Sub-Committee

4.2. **RESPONSIBILITY:** Secretary - Rules and Procedure Sub-Committee

**5. GLOSSARY/ DEFINITIONS:**

**Shall:** Mandatory requirement

**Should:** Optional requirement

**Safety Document**: Safety documents include but not limited to Safety and Health Policy, Safety Management System Manual, Safety procedures, General Safety Rules, Safety Circulars etc.

**TPSMS:** Tata Power Safety Management System

**TPSMS Safety Circular:** These are mandatory instructions issued from Chief – Corp Safety for implementation across Tata Power.

**TPSMS Safety Advisory:** These are guidelines issued from Chief – Corp Safety for advice and are optional.

**6. PROCEDURES**

**6.1 Development of New Safety Document**

**6.1.1** Development of safety document shall be carried out as per specific format as under:

**6.1.1.1** **Annexure - 2** Format Critical Safety Procedures and General Safety Procedures.

**6.1.1.2** **Annexure - 3** Format General Safety Rules

**6.1.1.3** **Annexure - 4** Format TPSMS Safety Circulars

**6.1.1.4** **Annexure - 5** Format TPSMS Safety Advisory

**6.2 Document Control Number, Revision Number & Revision Date**

**6.2.1** All Tata Power Safety Management System (TPSMS) documents shall have unique reference number with coding as follows:

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **TPSMS** | **/** | **ABC** | **/** | **YYY or YYYY** | **-** | **Doc Rolling No.** | **/** | **REV** | **/** | **ZZ** |

**TPSMS** – Abbreviation for the Power Safety Management System

**ABC** – Abbreviation for the type of Safety document **(**e.g. "**CSP"** for Critical Safety Procedure, "**GSP**" for General Safety Procedure, **"GSR"** for General Safety Rules, **"GSC"** for General Safety Circular.

- **YYY or YYYY** – Abbreviation for the Name of Safety Document. This will consist of first letter of words of the Document title which may varied from 3 to 4 letters. Abbreviation for the Critical and General Safety procedures document are mentioned below :

| | |
|---|---|
| **LOTO** | Lock out and Tag out |
| **EXS** | Excavation Safety (Shoring and Sloping) Procedure |
| **CSE** | Confined Space Entry Procedure |
| **WAH** | Working at Height Procedure |
| **HEMS** | Heavy Equipment Movement Safety Procedure |
| **MCS** | Mobile Crane Safety Procedure |
| **SCAF** | Scaffold Safety Procedure |
| **PTW** | Permit To Work Procedure |
| **JSA** | Job Safety Analysis (JSA) Procedure |
| **ELEC** | Electrical Safety Procedure |
| **FSM** | Fire Safety Management Procedure |

| | |
|---|---|
| **LIFT** | Lift (Elevator) Safety Procedure |
| **CONV** | Working on Conveyor Belt Procedure |

| | |
|---|---|
| **HAZM** | Handling Hazardous Materials Procedure |
| **MATL** | Material handling and storage Procedure |
| **HIRA** | Hazard Identification & Risk Assessment (HIRA) Procedure |
| **OFS** | Office Safety Procedure |
| **MOC** | Management of Change (MOC) procedure |
| **SOB** | Safety Observation Procedure |
| **LEGL** | OH&S Legal Compliance Procedure |
| **PSSR** | PSSR Procedure |
| **IRI** | Incident Reporting & Investigation Procedure |
| **AUDT** | Safety Audit Procedure |
| **COMM** | Safety Communication Procedure |
| **DOC** | Document Control Procedure |
| **CSM** | Contractor Safety Code of Conduct |
| **ELCB** | Earth Leakage Circuit Breaker (ELCB) Testing Procedure |

**Doc Rolling No**. – Document rolling No. shall be three digit numbers starting from 001. It will be applicable to all Safety documents.

**REV** – Abbreviation for Revision of the Safety document.

**ZZ** – Abbreviation for Revision number of the Safety document shall be of two digit number starting from 00 for initial Issue and 01 for next or subsequent issue of the document.

**Revision Date / Date of Issue:** This will be mentioned on right side header of the document and shall be "DD/MM/YYYY" format. For example, document issued of 31st October 2015 shall be written as 31/10/2015.

6.2.2 All forms and checklist shall be part of respective procedure and shall bear unique annexure number (numeric e.g. 01, 02 and so on).

6.2.3 Title of Documents on first page shall be bold, fonts used shall be Arial, size 18.

6.2.4 Headings shall be bold, Fonts shall be bold, Arial, size 12.

6.2.5 Contents of the document shall be normal Arial, size 12.

6.2.6 All forms to be used in procedure shall be attached in appendix. All form shall bear abbreviation of name & number of safety documents and followed by form number. For example: Exception form of Document control procedure shall be written as "TPSMS/GSP/DC/014/FORM/05". Form number shall be written on left side of top of form.

**6.3 EXCEPTION**:

Following steps shall be adhered for Exceptions for compliance of Tata Power Safety Management System (TPSMS)..

6.3.1 All exceptions shall be initiated from respective division seeking for exception/variance.

6.3.2 Exception shall be initiated from division as per **Annexure 6** Safety Procedure Exception Request Format (TPSMS/GSP/DC/014/FORM/05).

6.3.3 Exception request shall be commented by R&P SIT Chairman of concern division. He may further take inputs from Rules & Procedure Sub-committee if required.

6.3.4 Exception request shall be cleared and commented by concern Divisional Chief/CEO.

6.3.5 Detailed Risk Assessment for the risk arises due to exception shall be carried out and additional control measures shall be mentioned. Risk assessment approved by Divisional Chief/CEO shall be attached with exception request for review of Chief – Corporate Safety.

6.3.6 Exception request should be returned with recommendations from corporate safety within seven (07) working days to concern Divisional Chief/CEO.

6.3.7 One Exception duration shall be upto six months maximum or duration mentioned one exception whichever is earlier.

6.3.8 Approved exception shall be deemed expired after the approved duration is over. New request shall be initiated in case same exception required further extension. However, extension of exception shall not be permitted for more than two consecutive approvals for same exception and it shall be considered as long term exception and shall be forwarded to SBU Head for review and approval.

**6.4 Development of New Safety Procedure:** New Safety procedures shall be developed as per process flow diagram (PFD) mentioned in Annexure -1.

**6.5** Review of Safety Procedure shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Inspection & Audit findings, Feedback from users may be inputs for the review and revision of this procedure.

6.5.1 Reviewed/revised procedure shall be sent to stakeholders like safety advisors, Rules & procedure Subcommittee members, users etc. for their inputs.

6.5.2 Inputs received from stakeholders shall be considered before final approval of the revised procedure.

## 7. Records:

7.1. Safety Procedure Exception Request (TPSMS/GSP/DC/014/FORM/05) – Retention period Three (03) years

7.2. TPSMS Safety Circular (TPSMS/GSP/DC/014/ FORM /03) and TPSMS Safety Advisory (TPSMS/GSP/DC/014/FORM/04) – Retention period Three (05) years or until they are incorporated in subsequent revision of concern Safety procedure, whichever is later.

## 8. Training & Communication:

8.1 Training of the procedure shall be covered during awareness session of Tata Power Safety Management System (TPSMS).

8.2 Initial Communication to be done through Corporate Communication, Email and subsequently shall be made available at safety portal at Sangam.

## 9. VERIFICATION

9.1. Verification of implementation shall be done during Tata Power Safety Management System (TPSMS) Audit.

**10. Exceptions:** Any Exception to this procedure shall only be done as per section 6.3 of this Document Control Procedure (TPSMS/GSP/DC/014).

## 11. REFERENCES

- ISO 9001 - 2008
- OHSAS 18001 - 2007

## 12. REVIEW:

12.1. Review of this and all other safety documents, procedures shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Inspection & Audit findings, Feedback from users may be inputs for the review and revision of this procedure.

12.2. In case release of revised procedure gets delay due to obtaining feedback or any other reasons, safety advisory may be issued immediately to take precautions for the proposed changes in the procedure and revised procedure should be released subsequently.

## 13. ATTACHMENTS/APPENDIX :

13.1. Annexure - 1 Critical Safety Procedures and General Safety Procedures Format.

13.2. Annexure - 2 General Safety Rules Format

13.3. Annexure - 3 TPSMS Safety Circulars Format

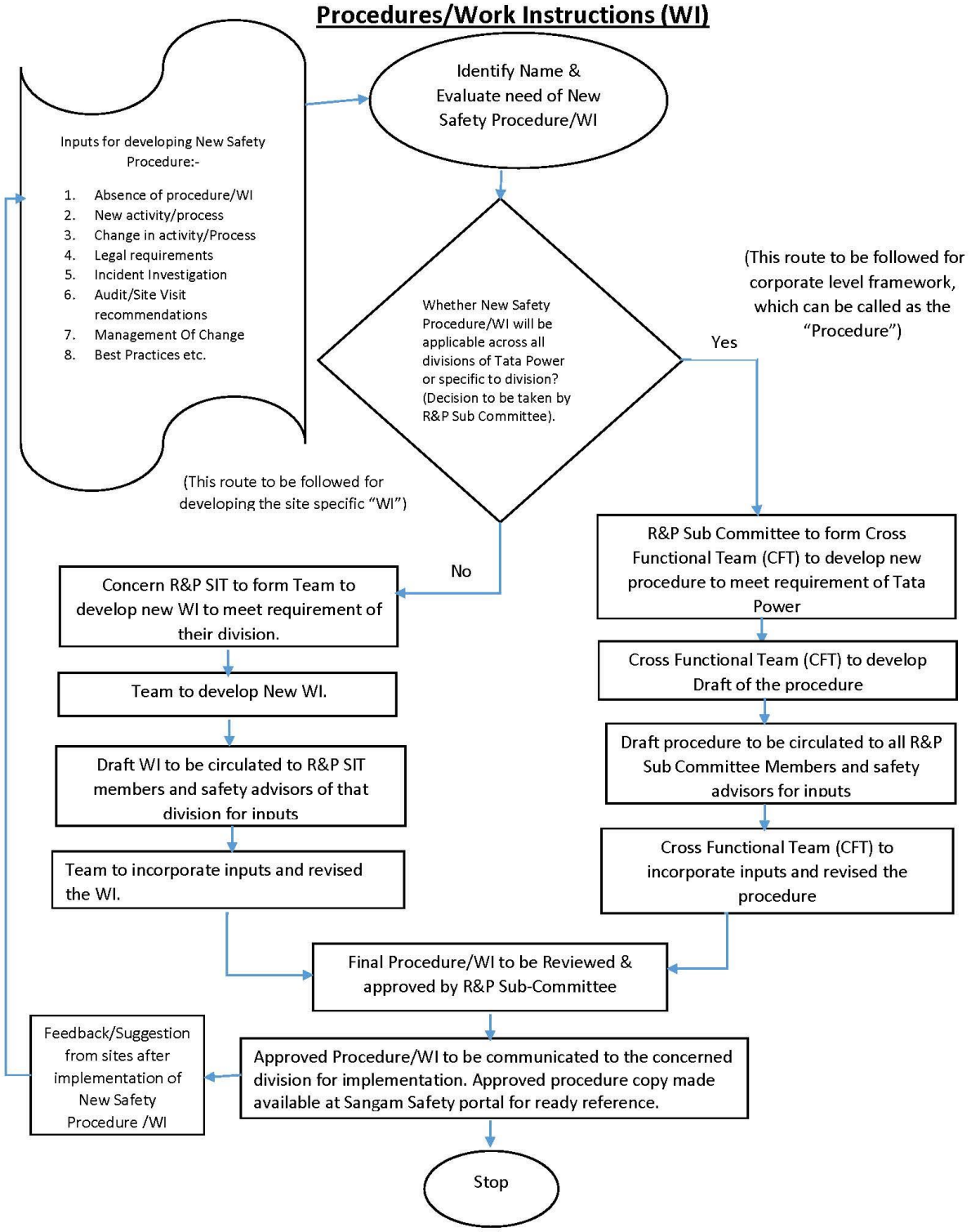
13.4. Annexure - 4 TPSMS Safety Advisory Format

13.5. Annexure - 5 Process flow Diagram (PFD) for Exception Request

13.6. Annexure - 6 Safety Procedure Exception Request Format

**Annexure - 1**

## Process Flow Diagram (PFD) for Developing New Safety Procedures/Work Instructions (WI)



**Annexure - 2**

**TPSMS/GSP/DC/014/FORM/01**

## Critical Safety Procedures and General Safety Procedures Format

| Section | Description | Page No. |
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| 8.0 | TRAINING & COMMUNICATION | |
| 9.0 | VERIFICATION | |
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**Annexure - 3**

**TPSMS/GSP/DC/014/FORM/02**

## General Safety Rules Format

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**Annexure - 4**

**TPSMS/GSP/DC/014/FORM/03**

## Tata Power Safety Management System (TPSMS) – Safety Circular

From: Chief- Corp Safety
To: All Divisional Chiefs
CC: All SBU Heads
Date of Circular:
Date of Implementation:
Circular No.: TPSMS/Circular/XYZ/FYŶY
**Subject:**

Dear All,

Chief – Corporate Safety

CC: 1. Safety advisors – for Information and support in implementation,
2. Chairman R&P Subcommittee – for incorporating the change in TPSMS
3. Chairman Apex safety Steering Committee and Corporate Operation Safety Committee - For information

**Annexure - 5**

**TPSMS/GSP/DC/014/FORM/04**

## Tata Power Safety Management System (TPSMS) – Safety Advisory

From: Chief- Corp Safety
To: All Divisional Chiefs
CC: All SBU Heads
Date of Circular:
Date if Implementation:
Circular No.: TPSMS/ADVISORY/XYZ/FYÝY
**Subject:**

Dear All,

Chief – Corporate Safety

CC: 1. Safety advisors – for Information and support in implementation,
2. Chairman R&P Subcommittee – for incorporating the change in TPSMS
3. Chairman Apex safety Steering Committee and Corporate Operation Safety Committee - For information

Annexure:--

**TPSMS/GSP/DC/014/FORM/05** **Annexure -6**

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## Safety Procedure Exception Request Form

**SECTION-I:**

**(TO BE COMPLETED BY THE CONCERN DIVISION/JVs/ SUBSIDIARY)**

**Name of DIVISION/JVs/ SUBSIDIARY:** _____ **DATE:** _____

Safety procedure under Exemption/variance:_____

Variance Requested For Safety Procedure Section/Sub-section No. _____

Variance Request Period: From: _____ To: _____

Explanation of Why Unable to Comply or reasons for non-compliance (use additional Sheet if required):_____

_____

_____

_____

- Attached approved Risk Assessment? Yes/No

Requestor: _____ Date: _____

Remark by Division R&P SIT Chairman:_____

Comments: _____
Divisional Chief

Date: _____

**SECTION-II:**

**(Approval of exception )**

**Safety** Comments/Recommendations(use additional sheet if required)**:**

_____ Date: _____
CHIEF – CORPORATE SAFETY

Variance Accepted/ Accepted with Comments/Rejected

_____ Date: _____
Division Chief/CEO