	PROCEDURE	
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Title: **PROCEDURE – CONTROL OF DOCUMENTS**

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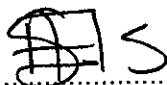
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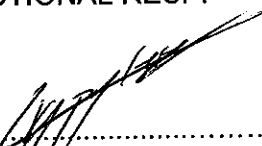
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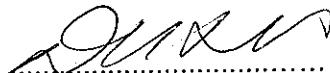
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Introduction

This procedure details the processes that are followed for controlling of EMS documents at Generation Division Head Office.

1. Scope

1.1. Purpose

To ensure that documents can be easily located, are periodically reviewed and revised, are current, are readily available and are disposed of, responsibly.

1.2. Applicability

This procedure applies to Generation Division Head Office EMS documents.

1.3. Responsibility

EMS Administrator

The EMS Management folder will be maintained and kept to up to date by the System Administrator.

2. References

References to the following document(s) will enhance the understanding of the reader on the subject covered in this document. The requirements of these document(s) are, however, not an extension of this document.

36-1030	Environmental Management Manual for Generation Head Office Portfolios
36-1	Standard for Management System Documents, Correspondence and Records
36-2	Writing and Controlling Management System Documents

3. Definitions and abbreviations

3.1 Definitions

Document	Information and its supporting media
Environmental management system (EMS)	Part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects.

3.2 Abbreviations

EMS	Environmental Management System
GEM:	Generation Environmental Management
DER's	Departmental Environmental Representatives
EMP	Environmental Management Programme
KPI:	Key Performance Indicator
SID	Sustainability and Innovation Division
GIM	Generation Information Management Department
Gx	Eskom Generation Division
ISO	International Organisation for Standardisation

4. Procedure

- a) All DER personnel will have access to all pertinent information saved on the R-drive (year to date data) in the EMS Management Folder
- b) GEM working databases and documents are saved in the respective folders on the R:\Drive
- c) All GEM staff are responsible for the maintenance and upkeep of their respective work area on the R:\Drive
- d) All departmental EMS-related documentation is kept, controlled and maintained by the various DER, irrespective of what format and what documentation control system is used.
- e) Where necessary, departmental EMS documentation deemed central to the Generation Division Head Office EMS will be sent electronically to the EMS Management Folder.
- f) Although all GEM and DERs will have access to the EMS Management Folder these will be only read only rights. The System Administrator and Management Representative have editing rights
- g) GEM will play a central role in documentation control in the Generation Division Head Office EMS, with various, if not most of, EMS documents residing within GEM.
- h) A reference number is allocated to all official GEM documents (EMS and other), and these documents are filed as such.
- i) All Eskom environmental documents are available from the Eskom Documentation System via the Intranet. Control, updating and maintenance of the 32-xxx documents is the responsibility of, and co-ordinated by the administrator(s) of this system.

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- j) All Generation-specific (with the prefix 36-xxx...) environmental documents, including various environmental procedures can be accessed electronically via a FTR (=Free Text Retrieval) system from the PIGO documentation database, which can also be accessed via the Intranet. Links to such a system are also contained on the EMS Management Folder
 - k) Control, updating and maintenance of the 36-xx documents are the responsibility of, and are co-ordinated by the administrator(s) of the PIGO/FTR systems.
 - l) GEM has only viewing/printing rights to the EIS (Executive Information System), and the management of the system resides with Generation Information Management.
 - m) Documents to be saved on the R:\ are illustrated in Appendix A

In addition, management and control of EMS-related documents at Generation Division Head Office shall be handled in the following manner:

- a) Documents are made available via electronic or hard copy media as and where needed.
- b) The Generation Head Office Portfolios **EMS Manual** is available in either electronic format or controlled hard copy format.
- c) Any documentation not contained in the manual is made available on the EMS Management Folder,
- d) When a document is needed it is retrieved from the EMS Management Folder and regarded as an uncontrolled copy unless otherwise specified. Printed documents from the server, including the **EMS Manual**, have a limited period of validity.
- e) All EMS documents will be valid for the period as specified on the relevant document

5. Records

None.

6. Annexes

Annex A – Record Keeping R:\ Drive illustration

7. Revision Information

Date	Rev	Remarks
October 2008	0	Document review and update. Converted the procedure into the Eskom document template, using the Eskom numbering system. This procedure was previously known as part of GGM 1079

Annex A

R:\ Drive illustration

