

HEXATECH	COMPANY ADMINISTRATION	Issue No. 1	Document Effective Date: 01 Mar 2017	Page 2 of 17
	Company Filing Index (CFI)	Revision No. 0		Document Ref: AD-REC-CFI

2. QMS DOCUMENT IDENTIFICATION FORMAT:

QSA-PRO 01
(1) (2)

EXAMPLE: QSA-01 = Control of QMS Documented Information

PD-01 = Project Budgetary Control Procedure

- (1) **QSA-** 3 or 2 alphabets with PRO (Procedure) and a dash representing the name of the process or clause within ISO 9001 Quality Management System (QMS). It can also represent the type of QMS document or process being assigned.

EXAMPLES:

QMS-	=	Quality Management System Requirement	QMS-03	=	4 - Context Of Organization
QSA-	=	Quality System Administration	QSA-04	=	Internal Quality Audit Procedure
HRA-	=	Human Resource Administration	HRA-02	=	Recruitment Procedure
AD-	=	Company Administration	AD-02	=	Management Meetings Procedure
OCS-	=	Operation Control Services	PD-04	=	Customer Satisfaction Procedure
ENG-	=	Engineering Services	ENG-01	=	Design & Development Procedure
PD-	=	Project Management	OCS-01	=	Risk Management Procedure
CPD-	=	Contracts & Purchasing Services	CPD-01	=	Tender & Contracts Procedure

- (2) **01** 2 digits running number starting at 01 for each QMS document related to the process undertaken at each department within the Company.

3. QMS RECORD IDENTIFICATION FORMAT:

HRA- REC- JAF
(1) (2) (3)

EXAMPLE: HRA-REC-JAF = Job Application Form
(Department Name)-(Record)-(Running Number)

(1) (2) (3)

For Job Description (JD):

HRA- JD- SMM
(1) (2) (3)

- (1) **HRA-REC-** 3 or 2 alphabets with a dash representing the name of the department within the Company.

QSA-	=	Quality System Administration Department
HRA-	=	Human Resource Administration
AD-	=	Company Administration
PD-	=	Project Department
ENG-	=	Engineering Department
OCS-	=	Operation Control Services
CPD-	=	Contracts & Purchasing Services

EXAMPLES:

HRA-JD-MD	=	Managing Director
HRA-JD-EM	=	Engineering Manager
HRA-JD-PURE	=	Purchasing Executive
HRA-JD-IM	=	ISO Manager
HRA-JD-SK	=	Storekeeper

- (2) **REC-** 3 fixed alphabets with a dash representing itself as a Quality Management System (QMS) record.

- (3) **JAF** 2 or more alphabets for each QMS record related to the name of the record for specific process undertaken at each department within the Company

EXAMPLES:

ENG-REC-DC	=	Design Checklist
PD-REC-PL	=	Project Log