

3.0 IMS DOCUMENTATION

3 Integrated Management system (IMS)

3.1 General requirements

(ISO 9001, ISO 14001- Clause 4.1)

The Integrated Management System is established, documented, implemented and maintained and its effectiveness is continually improved in accordance with adopted management system standards. While developing IMS following are ensured:

- a) Determination of the processes needed for the management system and their application throughout the organization,
- b) Determination of the sequence and interaction of these processes,
- c) Determination of criteria and methods needed to ensure that both the operation and control of these processes are effective,
- d) Availability of resources and information necessary to support the operation and monitoring of these processes,

Monitoring, measurement and analysis of these processes are carried out, and actions that are necessary to achieve planned results and continual improvement of these processes are implemented appropriately. These processes are managed in accordance with the requirements of adopted management system standards.

Processes needed for the integrated management system referred to above include processes for management activities, provision of resources, product realization and measurement.

Activities associated with core business activity (Construction Management) encompasses following key processes:

- 1) Project planning.
- 2) Identification of the processes involved for obtaining administrative approval and monitoring the implementation.
- 3) Identification of site and feasibility study including soil testing.
- 4) Identification of the resources required for execution of the project.
- 5) Human Resource Management.
- 6) Financial Engineering and Financial Closure.
- 7) Preparation of layout plans and building plans.
- 8) Obtaining statutory approval for construction.
- 9) Preparation of estimates.

- 10) Scrutiny and technical sanction for estimates.
- 11) Registration of contractors.
- 12) Tendering and selection of contractors.
- 13) Handing over of the site and site markings.
- 14) Detailed Engineering and issue of construction drawings.
- 15) Purchase (Direct / Indirect) of raw materials and quality assurance.
- 16) Supervision and Quality Control during construction at all stages from excavation to finishing.
- 17) Periodical review and crisis management if necessary.
- 18) Calibration and control of measuring / testing devices.
- 19) Internal audit.
- 20) Managing Cash Flow.
- 21) Maintenance of field data.
- 22) Managing site stores and materials preservation.
- 23) Availing of outside services (Water, Electricity, and Sewage).
- 24) Quality check before handing over of the building.
- 25) Obtaining Completion Certificates from Statutory Authority.
- 26) Handing over of the building.
- 27) Preparation and approval of Revised Estimates.
- 28) Measurement and certification for final payment.
- 29) Inspection of building before expiry of defect liability period and necessary repairs.
- 30) Release of EMD and Security Deposits.

KSPH&IDCL outsource the construction and related activity to eligible contractors by awarding contracts through established tendering system. At times, KSPH&IDCL outsource Architecture design and Third party quality control activities. Controls over outsourced processes are exercised in way to assure of conformity of product/service to all customers, statutory and regulatory requirements. While awarding contracts for outsourcing, the type and extent of control that are to be applied to the outsourced process are determined taking in to consideration:

- a) the potential impact of the outsourced process on the organization's capability to provide product that conforms to requirements,
- b) the degree to which the control for the process is shared,
- c) the capability of achieving the necessary control through the application of purchasing process (Contracts).

IMSM-01 Issue 02	Section Revision No: 0	Section Revision Date: 01.07.2015	Page 18
------------------	------------------------	-----------------------------------	---------

3.2 Documentation requirements

3.2.1 General

(ISO 9001 Clause 4.2 and, ISO 14001 Clauses 4.4.4)

The integrated management system documentation include

- a) Documented statements of management systems policies
- b) IMS objectives and programmes,
- c) IMS manual,
- d) Documented procedures and controls required by the specific management system standards,
- e) Documents that are determined to be needed by the organization to ensure the effective planning, operation and control of its processes, and
- f) Records required by the adopted management system standards and those determined by the organization.

IMS/ML/01 Master List of Documents provides a comprehensive list of IMS documentation.

3.2.2 Integrated Management System Manual

(ISO 9001 Clause 4.2.2 and ISO 14001 Clause 4.4.4)

This IMS Manual provides a broad overview of the KSPH&IDCL system practices and it includes details of:

- a) The scope of the integrated management system
- b) The references of documented procedures established for the integrated management system (referred under relevant clause numbers), and
- c) A description of the interaction between the processes of the integrated management system (see Annex 1 to 3).

Note: KSPH&IDCL has not excluded any of the requirements of clause 7 of ISO 9001:2008.

3.2.3 Control of documents

(ISO 9001 Clause 4.2.3 and ISO 14001 Clause 4.4.5)

KSPH&IDCL has established a procedure for controlling all documents required by the IMS. The procedure defines the controls needed to

- a) approve documents for adequacy prior to issue,

IMSM-01 Issue 02	Section Revision No: 0	Section Revision Date: 01.07.2015	Page 19
------------------	------------------------	-----------------------------------	---------

- b) review (periodically and/or when necessary) and update as necessary and re-approve the documents,
- c) ensure that changes and current revision status of documents are identified,
- d) ensure that relevant versions of applicable documents are available at points of use,
- e) ensure that documents remain legible and readily identifiable,
- f) ensure that documents of external origin determined by KSPH&IDCL to be necessary for the planning and operation of IMS are identified and their distribution is controlled, and
- g) prevent the unintended use of obsolete documents and apply suitable identification if they are retained for any purpose.

MR maintains Master list of documents **IMS/ML/01** which indicates the latest revision status of all IMS documents, and a list of controlled copyholders of various IMS documents. The documents are issued / controlled as described in the procedure for control of documents.

Applicable procedure: IMSP-01– Control of documents.

3.2.4 Control of records

(ISO 9001 Clause 4.2.4 and ISO 14001 Clause 4.5.4)

IMS records are established and maintained to demonstrate the conformity to the requirements of QMS and EMS standards. Documented procedure has been established and maintained for the identification, maintenance, retrieval, retention and disposal of IMS records. Relevant legal or Regulatory requirements are taken in to account while determining the controls for records.

Applicable procedure: IMSP-02– Control of records