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	Department/ Process Owner	Effective Date	
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1.0 Objectives

- **1.1** To establish and maintain a procedure to control documents that relate to PNOC Quality Management System (QMS); and
- **1.2** To ensure that all management system-related documents are reviewed and approved for adequacy and suitability, and that only the latest revisions are available at all points of use.

2.0 Scope

This covers the identification, creation, review, approval, issuance, retrieval, storage, and protection of management system-related documents. This shall cover documents of either internal or external origin.

3.0 Definition of Terms

- **3.1** DC- Document Control or Document Controller
- **3.2** DCCR Document Creation/ Change Request
- **3.3** Document or documented information meaningful data and other information and its supporting medium, i.e., procedure, specification, drawing, report, standard, records, etc. The medium can be paper, magnetic, electronic or optical computer disc, photograph, or a combination of these.
- 3.4 Initiator person or body who identifies the need to create, revise or delete a policy, procedure, and/or document; may also be an originator or a member of the QMS Team
- 3.5 Internal documents documents that are generated within the management system of the PNOC, such as the policy manual, system and departmental operational procedures, and forms.
- **3.6** External documents documents coming from organizations or entities outside of PNOC. These may include corporate (PNOC) documents, copies of management system standards, relevant laws and regulations, equipment manuals, or reference publications.
- **3.7** Originator person or body who prepares the document, as reflected in the history and revision box to be found on the last page of each procedure.

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3.8 Record – a special type of documented information stating results achieved or providing evidence of activities performed.

4.0 References

4.1 ISO 9001:2015 Quality Management System Clause 7.5 Documented Information

5.0 Policies and Guidelines

5.1 General

- 5.1.1 The Document Controller shall be responsible for administering the policies, guidelines, and instructions stated in this system procedure.
- 5.1.2 Refer to QMS-03A1 for the Functions Responsible for the Preparation, Review, and Approval of Documents.
- 5.1.3 Internal documents that have not undergone revision for the past three (3) years shall be reviewed and when necessary, updated by the originator or by the QMS Team. Use QMS-03F7 QMS Document Review form.

5.2 Review and Approval

- 5.2.1 For matters requiring immediate actions, documents may be revised accordingly. Once approved (See Attachment A1) the revised document shall be good for implementation, except for the QMS Policy which shall be subject to formal presentation to the Board of Directors on the immediately following Board Meeting for approval in accordance with the provision of the Approvals Manual.
- 5.3 Document Coding for Forms and Formats
 - 5.3.1 Document numbering QMS documents shall be numbered as follows:

YYY-00X0, where

YYY - Area/section or process owner

00 - Unit/Counting Number

X – F for form number or A for Attachment number

annexed to the procedure code

0 – Numerical digit



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Department/ Process Owner	YYY
PNOC QMS Team	PQT
QMS System Procedures – QMS Team	QMS
DEPARTMENT/ DIVISION/ OFFICE	
Office of the Corporate Secretary	ocs
Internal Audit Office	IAO
Strategy Management Office	SMO
Corporate Planning Division	CPD
Corporate Relations Division	CRD
Management Information Systems Division	MIS
Asset Management Department	AMD
Project Management Department	PMD
Business Research Development Department	BRD
SUPPORT PROCESSES	
Administrative Services Department	
Personnel Services Division	PSD
Property Management Division	PRM
Procurement Management Division	PCM
General Services Division	GSD
Treasury Department	TRD
Accounting Department	PAD
Office of the General Counsel	OGC

5.3.2 Document Format

- 5.3.2.1 All pages of policy manual, procedures, and instructions shall have a standard header containing the following:
 - a. PNOC Logo
 - b. Title of Manual
 - c. Department/ Process Owner
 - d. Title of Document
 - e. Document Number



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- f. Effectivity Date
- g. Revision Number
- h. Page Number and Total Number of Pages
- i. Document Control note that says:

"No part of this document shall be reproduced without prior permission of PNOC Mother."

- 5.3.2.2 The Revision Number indicates how many times the document has been modified; "Rev.0" indicates the original version.
- 5.3.2.3 The Effectivity Date is the start of the official implementation of the document.
- 5.3.2.4 Documents such as procedures and instructions shall have the history box and the approval box on the last page.
- 5.3.2.5 The body of the procedure shall include:
 - a. Objective
 - b. Scope
 - c. References
 - d. Definition of Terms and Abbreviations
 - e. Policies and Guidelines
 - f. Procedure Details
- 5.3.2.6 Where appropriate, the procedure shall be presented in a flowchart, complemented by notes and references. A narrative format may also be used.
- 5.3.3 QMS documents shall be embodied in the following manuals:
 - 5.3.3.1 QMS Policy Manual
 - 5.3.3.2 QMS System Procedures Manual
 - 5.3.3.3 Division/Departmental Manual
 - a. Asset Management Department
 - b. Project Management Department
 - c. Business Research Development Department
 - d. Personnel Services Division
 - e. Property Management Division
 - f. Procurement Management Division
 - g. General Services Division



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- h. Strategy Management Office
- i. Treasury Department
- j. Accounting Department
- k. Office of the General Counsel
- I. Internal Audit Office
- m. Office of the Corporate Secretary

5.4 Control of Electronic Documents

- 5.4.1 Official QMS documents shall be uploaded to a secured folder in the Document Controller's computer.
- 5.4.2 The printing of these documents is discouraged. Printouts from any workstations without authorization from the originator and approval from the Document Controller or the SMO Manager are considered uncontrolled and unofficial, and therefore shall not be used as reference for the QMS.
- 5.4.3 Confidential or classified documents shall be segregated and protected with passwords, as appropriate. Only authorized personnel shall be given access to such documents.
- 5.4.4 Electronic copies of obsolete or superseded documents shall be archived in an "Obsolete Documents" folder.
- 5.4.5 Back up copy shall be maintained in a separate computer hard disk or suitable data storage device. Back up copying shall be done at least quarterly or depending on the frequency of document revisions.

5.5 Control of Hard Copies

- 5.5.1 Authorized copyholders shall maintain hard copies of controlled documents. They shall ensure that the documents are protected from damage, loss, or unauthorized access or usage.
- 5.5.2 PNOC personnel may borrow hard copies of "Controlled Documents" for room use only. Bringing documents out of the office but within PNOC premises for whatever purpose shall be subject to approval of the copyholder.



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- 5.5.3 Photocopying or release of controlled or uncontrolled copies shall be subject to approval of the SMO Manager.
- 5.5.4 Requests from external parties shall be subject to the approval of the SMO Manager.

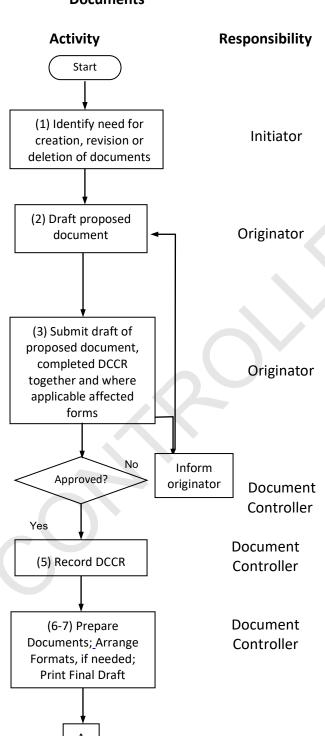
5.6 Control of confidential documents

- 5.6.1 Documents shall be classified as confidential if the release of information contained may:
 - 5.6.1.2 Compromise safety and security of PNOC Mother, its lessees and its facilities
 - 5.6.1.3 Compromise national security
 - 5.6.1.4 Breach lessees agreement
 - 5.6.1.5 Damage public image
 - 5.6.1.6 Constitute trade secrets
 - 5.6.1.7 Create unnecessary panic in the general public
 - 5.6.1.8 Breach existing corporate policies on confidentiality
- 5.6.2 Confidential documents shall be marked "Confidential" at the upper right-hand corner of the document (all pages).
- 5.6.3 Confidential documents shall be protected from unauthorized viewing or use, e.g. by keeping them under lock and key or in steel cabinets.
- 5.6.4 PNOC personnel entrusted with confidential document or information shall:
 - 5.6.4.1 Ensure protection and proper use of such documents
 - 5.6.4.2 Not reproduce or release such documents without due approval
- 5.6.5 Contracts with service providers and consultants whose activities may involve confidential documents or information shall include a confidentiality clause.



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6.0 Procedure Details 6.1 Internal Documents



Notes/ References

- May be due to new processes, requirements, management directions, results of audits, or corrective/ preventive action.
- 2. For the preparation of the documents refer to QMS-03A1 Functions Responsible for the Preparation, Review and Approval of Documents.
- 3. May be done through brainstorming and discussions with concerned personnel and Management. Series of reviews and revisions may also take place at this stage. In all cases when the QMS Team is not the originator, the entire QMS Team shall be consulted.
- Fill up Document Creation/ Change Request (DCCR). Fill up revision history at the last portion.
- Approval of DCCR signifies approval of the draft/revision for final printing and registration of the document.
- Record Request in DCCR
 Register, QMS-03F2. DCCR shall
 be coded as follows:
 YY-000 where YY is the last 2 digit
 of the calendar year and 000 is a
 counting number. Update the
 DCCR Register, QMS-03F2.
- Where practicable, revised texts shall be bold or different font color, underlined, and italicized.

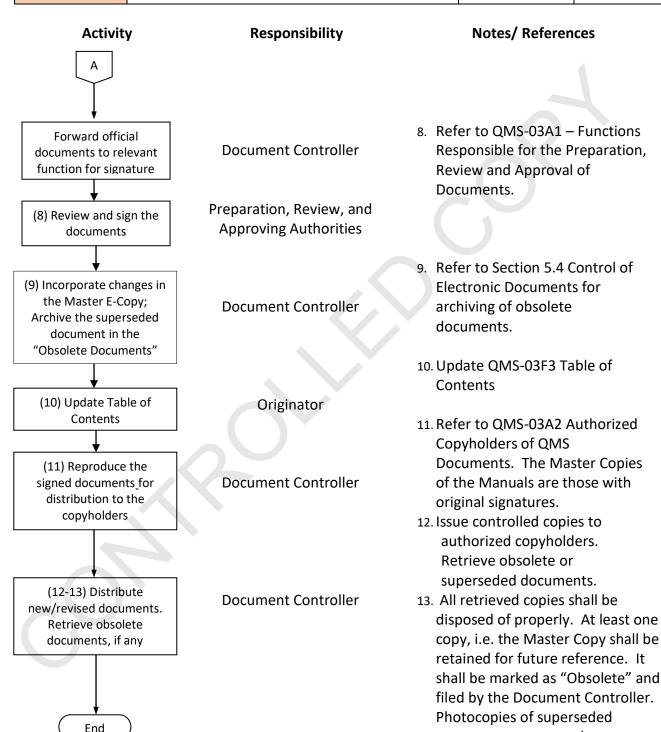
management system documents or other documents confidential in nature are shredded. Photocopies of all other superseded documents shall be marked "obsolete" when

backside may be used as scratch.

these are retained and the



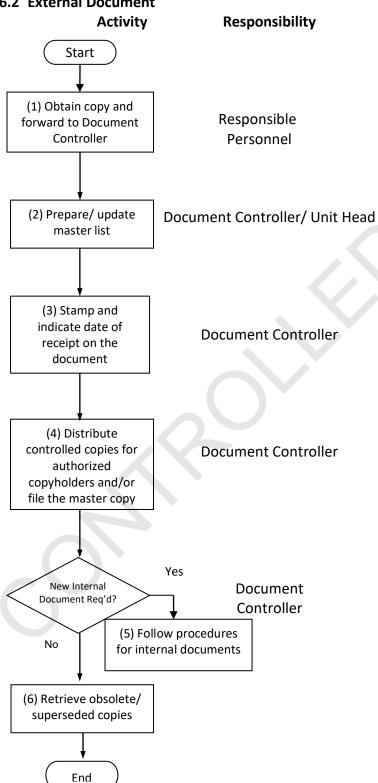
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6.2 External Document



Notes/ References

- 1. Responsible Personnel tasked to obtain copies of external documents shall inform **Document Controller** whenever there are new or amended external documents. Copies may be in paper or electronic form.
- 2. Each unit shall have its own Master List of External Documents. Copy-furnish the Document Controller.
- 3. Master Copy shall be stamped on the first page only. The document shall be maintained by the owner/ user.
- 4. Additional copies shall be made preferably from the Master Copy and must be initialed by the Document Controller.
- 5. Where applicable, Master Copy of the obsolete documents shall be marked "Obsolete" and filed for future reference.
- 6. Photocopies of superseded management system documents or other confidential documents are shredded. Photocopies of all other documents shall be marked "Obsolete" when these are retained and the backside may be used as scratch.



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7.0 Records/ Files Generated

QMS-03F1 Document Control Request

QMS-03F2 DCR Register

QMS-03F3 Table of Contents

QMS-03F4 Issuance/ Retrieval Form

QMS-03F5 Masterlist of External Documents

QMS-03F6 Doc Borrowers Log

QMS-03F7 QMS Document Review

QMS-03F8 Meeting Notification

QMS-03F9 Attendance Sheet

QMS-03F10 Minutes of the Meeting

8.0 Attachments

QMS-03A1 Functions Responsible for the Preparation, Review and Approval of

Documents

QMS-03A2 Authorized Copyholders of QMS Documents

Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply
		Base and PNOC Industrial Park.
1	2, 3,10	Revision in 5.3 on document numbering, format and code; change title of QMS-03F7; revision on QMS-03A1; change in
		effectivity date

Prepared by	Reviewed by	Approved by
E.C. Lacsamana	De french arhil M. B. L. Cubelo	Atty. G. M. Barleta
Process Owner	OIC Manager - Strategy Management Office	SVP for Energy Business



Energy Center, Rizal Drive, BGC, Taguig City

DOCUMENT CREATION/ CHANGE REQUEST

QMS-03F1 Rev.0

Requ	uestor:	Date:	Ref. No.:
	O D I I I I		
	Signature Over Printed Name		Check appropriate
1.	DETAILS OF DOCUMENT TO BE PREPARED/ REVI	SED	box New
	Manual Title:		□ New □ Revision
	Document Title: Current Revision		☐ Deletion
	Document Number: (No. & Date) Note: Please attach copy of the document requested to be changed		
2.	DETAILS OF REQUEST (CREATION/ REVISION/ DE	I FTION) (Provide addition	nal sheet if necessary)
۷.	DETAILS OF REGULATION REVISION SE		,,
3.	JUSTIFICATION		
	APPROVAL BY THE RECEIVING FUNCTION (Check	appropriato	
4.	box)	Date of I	Receipt:
	☐ Request Denied ☐ Request Appro	ved	
If de	enied, state reason/s or suggestion/s for revision		
	· ·		
		Signa	ature/ Date
5.	ACTION BY DOCUMENT CONTROLLER		
]	Date	Signature
	Document Amended/ Prepared		
	Revision History Updated TOC Updated		
	Document Issued		



Energy Center, Rizal Drive, BGC, Taguig City

DOCUMENT CREATION/ CHANGE REQUEST REGISTER

OMS-03F2 Rev.0

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	Department/ Process Owner	Effective Date		
PNOC The Energy Company	Title of Document	Revision No.	Page	
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INDEX NO.	DOCUMENT NAME	REV NO.	EFFECTIVITY DATE
Document No	Title		
Attachments	Attachment Title		
Forms	Form Title		
Document No	Title		
	Attachment Title		
Attachments			
Forms	Form Title		
Document No			
Attachments	Attachment Title		
Forms	Form Title		

Prepared by	Reviewed by	Approved by		
<name></name>	<name></name>	<name></name>		
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Energy Center, Rizal Drive, BGC, Taguig City

DOCUMENT ISSUANCE AND RETRIEVAL

QMS-03F4 Rev.0

Document No.	Document Title/ N	ame of Manual							
Сору No:	Copy Holder's	py Holder's		ISSUA	NCE		RETRIEVAL		
сору но.	Name	Position	Date	Revision	Signature	Date	Revision	Signature	
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Energy Center, Rizal Drive, BGC, Taguig City

MASTER LIST OF EXTERNAL DOCUMENTS

QMS-03 F5 Rev.1

Document Type: <e.g. and="" equipment="" laws="" manuals="" msds,="" regulations,=""></e.g.>	
Department / Division / Unit:	

No.	Title
1	
2	
3	
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Energy Center, Rizal Drive, BGC, Taguig City

DOCUMENT/ RECORD BORROWER'S LOG

QMS-03F6 Rev. 0

	T			QIVI3-0.	3F6 Rev. U					
Section / Unit :	Copy Holder's Name/ Position:									
Doc Code	Document Title	Borrower's Name		IS	SUANCE			RETURN		
Doc code	Document little	Borrower s Name	Date	Purpose	Borrower's Signature	Copy Holder's Signature	Date	Copy Holder's Signature	Remarks	
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Energy Center, Rizal Drive, BGC, Taguig City

QMS Document Review

QMS-04F7 Rev.0

Doc/Manual Title		
Reviewer		Date Submitted Original Author Current Process Owner Interface/Stakeholder
Check the appropriate b	OX:	
	nanual, the procedures, wo he best of my assessment:	rk instructions, and forms and assessed their
I find all these	are appropriate and need	no changes.
☐ I give the folk	owing comments/ propose	the following changes:
Document Code	Title	Proposed Change/ Comment (Indicate section & page numbers)
Reviewed by		Received by DCC
Date		Date



PHILIPPINE NATIONAL OIL COMPANY Building VI, Energy Center, Rizal Drive, BGC, Taguig City

MEETING NOTIFICATION OMS - 03F8

QMS - 03F8					
DATE OF MEETING	TIME	VENUE			
MEETING OBJECTIVE					
MEETING OBJECTIVE					
ATTENDEES					
	AGENDA				
PREPARED BY:	APPROVED BY:				



Building VI, Energy Center, Rizal Drive, BGC, Taguig City QMS - 03F9

1

[Meeting Objective] [Venue] [Date]

ATTENDANCE

	NAME	М	F	OFFICE	SIGNATURE
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QMS - 03F10

Building VI, Energy Center, Rizal Drive, BGC, Taguig City

Minutes of the Meeting
[Title of Meeting]
[Venue/Date/Time]

	[Venue/Date/Time]	
Attendees:		
[Presiding Officer]	called the meeting to order at	
Subject / Topic	Concerns / Remarks	Decision Point/s
Mooting adjaces a	at	
ivieetirig adjourned	at	
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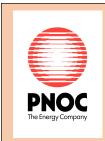
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Manual/ Document	Prepared by	Reviewed by	Approved by
□ QMS Policy Manual	SMO Manager	SVP Energy Business	President and CEO
□ System Procedures	Designated QMS Team Member	Department Manager	SVP for Energy Business
Office of the Corporate Secretary	Designated Personnel	Department Manager	Supervising SVP
□ Internal Audit Office	Designated Personnel	Department Manager	Supervising SVP
□ SMO - Corporate Planning	Designated Personnel	Department Manager	SVP for Admin and Finance Services
□ SMO- Corporate Relations	□ SMO- Corporate Designated Department		SVP for Admin and Finance Services
□ SMO - MIS Division	MO - MIS Division Designated Department Manager		SVP for Admin and Finance Services
□ Asset Management	Asset Management Designated Department Personnel Management		SVP for Energy Investments
□ Project Management	Project Management Designated Department Personnel Manager		SVP for Energy Investments
- Business nescuron		Department Manager	SVP for Energy Investments
□ Personnel Services	Designated Personnel	Department Manager	SVP for Admin and Finance Services
□ Property Management	Designated Personnel	Department Manager	SVP for Admin and Finance Services
□ Procurement Management	Designated Personnel	Department Manager	SVP for Admin and Finance Services
□ General Services	Designated Personnel	Department Manager	SVP for Energy Business
□ Treasury	Designated Personnel	Department Manager	SVP for Admin and Finance Services
□ Accounting	Designated Personnel	Department Manager	SVP for Admin and Finance Services



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□ Office of the General Counsel Designated Personnel Department President and CEC



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			Author	ized Copy Holder	s of QMS Docum	nents			
Document	DCC (Admin)	Office of the President	SVP Energy Business	SVP Finance and Administrative Services	SVP Energy Investments	SMO/ QMR	Each Department		
QMS Policy Manual	М	С	С	С	С	С	С		
System Procedures	М	С	С	С	С	С	С		
Department Procedures									
 Office of the Corporate Secretary 	M	С	С	С	С	С	С		
Internal Audit Office	M	С	С	С	С	С	С		
• SMO - Planning	М	С	С	С	С	С	С		
• SMO - Corporate Relations	M	С	С	С	С	С	С		
• SMO - MIS	М	С	C	С	С	С	С		
Asset Management	М	С	С	С	С	С	С		
ProjectManagement	M	С	С	С	С	С	С		
 Business Research Development 	M	С	С	С	С	С	С		
Personnel Services	М	С	С	С	С	С	С		
PropertyManagement	M	С	С	С	С	С	С		

Legend: M – Master Copy C – Controlled Copy



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Procurement Management	М	С	С	С	С	С	С
General Services	M	С	С	С	С	С	С
• Treasury	M	С	С	C	С	С	С
Accounting	M	С	С	С	С	С	С
Office of the General Counsel	М	С	С	С	С	С	С

Legend: M – Master Copy C – Controlled Copy