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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
- l. 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

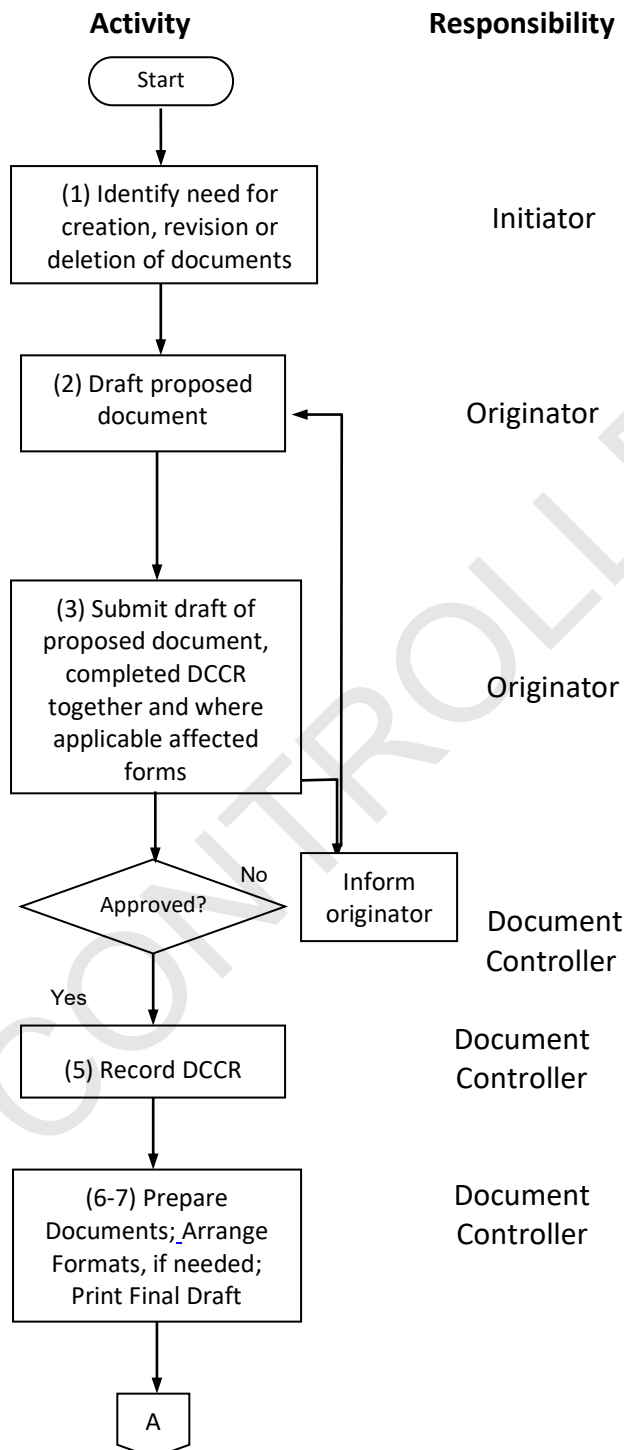
5.6.4.2 Not reproduce or release such documents without due approval


5.6.5 Contracts with service providers and consultants whose activities may involve confidential documents or information shall include a confidentiality clause.

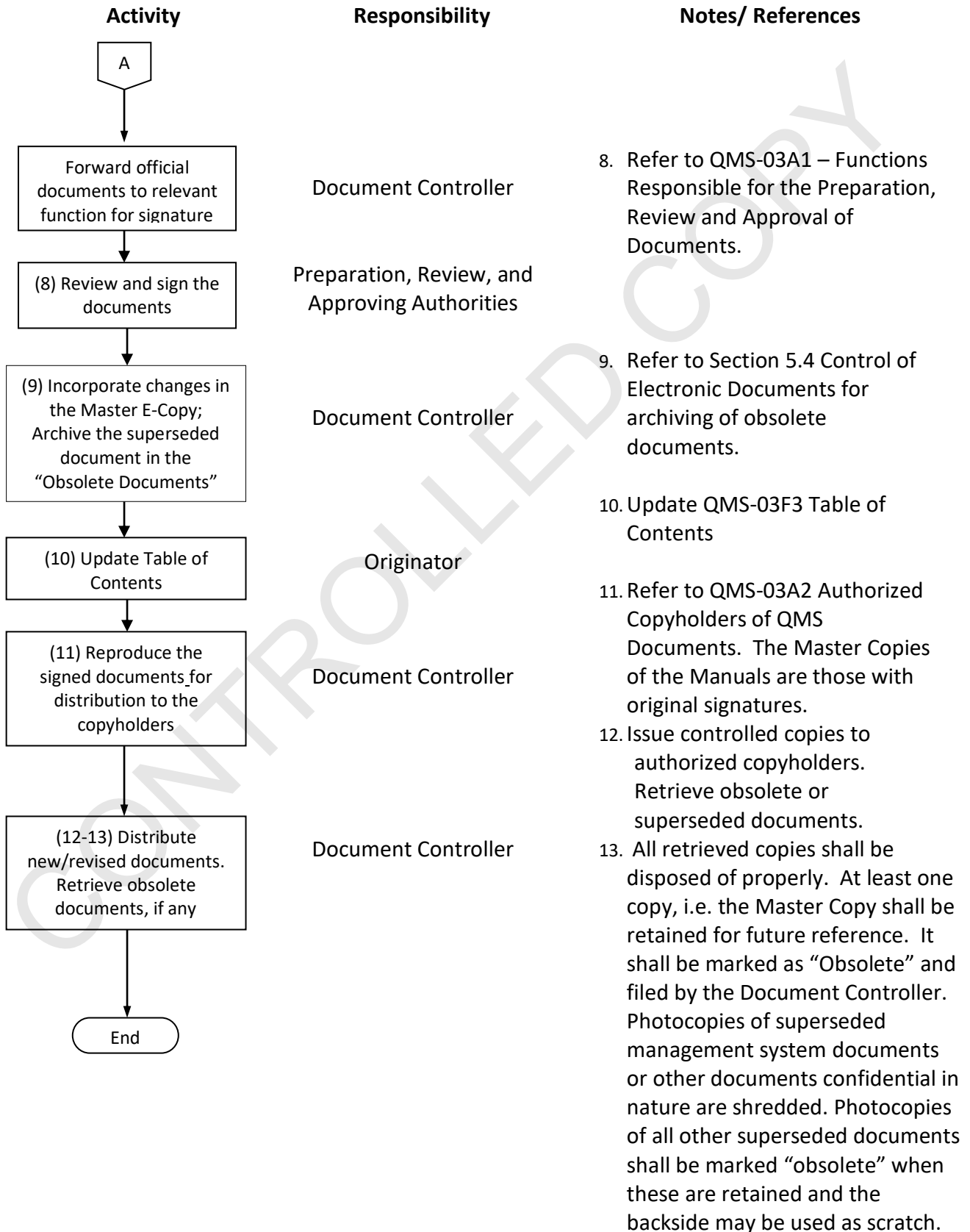
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6.0 Procedure Details

6.1 Internal Documents

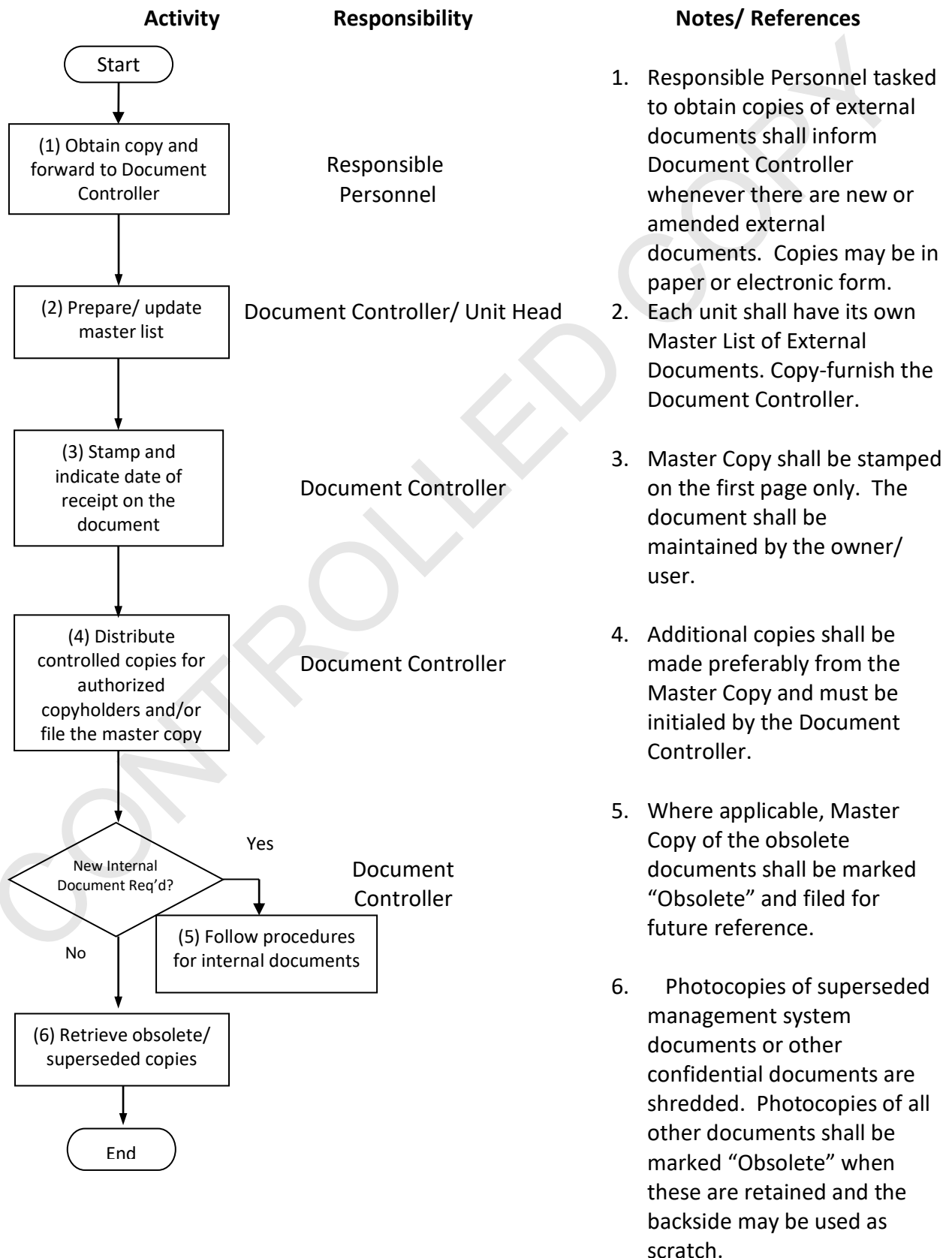



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6.2 External Document



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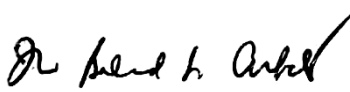

7.0 Records/ Files Generated


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 Process Owner	 M. B. L. Cubelo OIC Manager - Strategy Management Office	 Atty. G. M. Barleta SVP for Energy Business

	Title of Manual	Document No.	
		QMS-03F3	
	Department/ Process Owner	Effective Date	
	Title of Document	Revision No.	Page
	TABLE OF CONTENTS		

INDEX NO.	DOCUMENT NAME	REV NO.	EFFECTIVITY DATE
Document No	Title		
Attachments	Attachment Title		
Forms	Form Title		
Document No	Title		
Attachments	Attachment Title		
Forms	Form Title		
Document No	Title		
Attachments	Attachment Title		
Forms	Form Title		

Prepared by	Reviewed by	Approved by
<Name>	<Name>	<Name>
<Designation>	<Designation>	<Designation>

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

MASTER LIST OF EXTERNAL DOCUMENTS

QMS-03 F5 Rev.1

Document Type: <e.g. MSDS, Laws and Regulations, Equipment Manuals>

Department/ Division/ Unit: _____

No.	Title
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



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

MEETING NOTIFICATION
QMS - 03F8

DATE OF MEETING

TIME

VENUE

MEETING OBJECTIVE

ATTENDEES

AGENDA

PREPARED BY:

APPROVED BY:



[Meeting Objective]
[Venue]
[Date]

ATTENDANCE

	NAME	M	F	OFFICE	SIGNATURE
1.					
2.					
3.					
4.					
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Minutes of the Meeting
[Title of Meeting]
[Venue/Date/Time]

Attendees:

[Presiding Officer] called the meeting to order at _____

Subject / Topic	Concerns / Remarks	Decision Point/s


Meeting adjourned at _____

Prepared by:


Approved by:

[Signature over printed name]

[Signature over printed name]


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Manual/ Document	Prepared by	Reviewed by	Approved by
<input type="checkbox"/> QMS Policy Manual	SMO Manager	SVP Energy Business	President and CEO
<input type="checkbox"/> System Procedures	Designated QMS Team Member	Department Manager	SVP for Energy Business
<input type="checkbox"/> Office of the Corporate Secretary	Designated Personnel	Department Manager	Supervising SVP
<input type="checkbox"/> Internal Audit Office	Designated Personnel	Department Manager	Supervising SVP
<input type="checkbox"/> SMO - Corporate Planning	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> SMO- Corporate Relations	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> SMO - MIS Division	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> Asset Management	Designated Personnel	Department Manager	SVP for Energy Investments
<input type="checkbox"/> Project Management	Designated Personnel	Department Manager	SVP for Energy Investments
<input type="checkbox"/> Business Research Development	Designated Personnel	Department Manager	SVP for Energy Investments
<input type="checkbox"/> Personnel Services	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> Property Management	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> Procurement Management	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> General Services	Designated Personnel	Department Manager	SVP for Energy Business
<input type="checkbox"/> Treasury	Designated Personnel	Department Manager	SVP for Admin and Finance Services
<input type="checkbox"/> Accounting	Designated Personnel	Department Manager	SVP for Admin and Finance Services

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<input type="checkbox"/> Office of the General Counsel	Designated Personnel	Department Manager	President and CEO
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CONTROLLED COPY

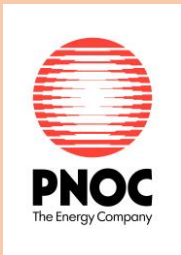
	Title of Manual		Document No.	
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Document	Authorized Copy Holders of QMS Documents						
	DCC (Admin)	Office of the President	SVP Energy Business	SVP Finance and Administrative Services	SVP Energy Investments	SMO/ QMR	Each Department
QMS Policy Manual	M	C	C	C	C	C	C
System Procedures	M	C	C	C	C	C	C
Department Procedures							
• Office of the Corporate Secretary	M	C	C	C	C	C	C
• Internal Audit Office	M	C	C	C	C	C	C
• SMO - Planning	M	C	C	C	C	C	C
• SMO - Corporate Relations	M	C	C	C	C	C	C
• SMO - MIS	M	C	C	C	C	C	C
• Asset Management	M	C	C	C	C	C	C
• Project Management	M	C	C	C	C	C	C
• Business Research Development	M	C	C	C	C	C	C
• Personnel Services	M	C	C	C	C	C	C
• Property Management	M	C	C	C	C	C	C

Legend:

M – Master Copy

C – Controlled Copy

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

Legend:

M – Master Copy

C – Controlled Copy