Optimal Solutions
Consulting & Oil Services

DOCUMENT MANAGEMENT POLICY

All employees are required to obey and fulfil with the following procedures:

The Policy Purpose:

The purpose of this policy is to describe the guidelines for the control of all documents at OPTSCS.

It provides guidance in controlling the following:

- Documents are approved before using it

- Documents are distributed and reach their point of use

- How to ensure that documents are available when needed

- Documents are reviewed and changes are identified

- How to update and re-approve amended documents

- The process for cancelled any superseded documentation

- Data management and Archiving

Responsibility:
- Managers are responsible for reviewing documents that related to their departments.

- The Managing Director is responsible for the final approval and signing off on all documents.

- The HR is the official custodian of all documents. The team is responsible for ensuring proper document control and the issuance of all documents and records.

- The preparation of a document is functionally driven or delegated as the need arises.

Definitions:

Procedures	**S**teps required to execute and implement routine activities, e.g. Management Procedure, Technical Program, Action steps
Operations Manual	Needed datal which is applicable to a particular operational
Policies	General guide help in taken action and decision, Such, HSE policy, QC Policy
Regulations	**IC -**Internal control arrangements, such, financial regulation
EDM	Engineering Data Management system where data file format can be generated and stored.

Procedure:

- Documents are reviewed on a regular basis by internal audits to determine the need for upgrade and issue new revisions.

- Documentation is legible with changes and revision history to ensure proper use and deployment.
- Revision process carried out by and approved by the person who originally approved the documents prior implementation.
- Documentation introduced by external to the process management system is listed on an External Documents list, including distribution of controlled copies.
- The most current documentation is made readily available to those performing the tasks defined and/or those having responsibility for the document.
- Any outdated documents are removed from the location to prevent unintended use.

Document Approval:

OPTSCS - EDM system is approved prior to release any Documents according to the requirements of the document's approval process. For the purposes of the initial release of documentation, a draft listing all documents, dates, and revisions will be sent to the Top management of the departments for release approval.

Signed (on behalf of OPTSCS Director)

Zubaida Mohamed

Date: September, 8th 2021