



**Pioneering the next steps
in Drone Deployment**



DRONE PORT MONTROSE PROJECT

**DOCUMENT CONTROL PROCEDURE
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Revision Register

<u>Rev No</u>	<u>Description of changes</u>	<u>Author</u>	<u>Date</u>
1	Initial Issue to CAA – ACP application	RN	17 Aug 20

ABBREVIATIONS

<u>Abbreviation</u>	<u>Description</u>
DPM	Drone Port Montrose
PPP	Processes, Plan and Procedures Document
MDR	Master Document Register
SMS	Safety Management System

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1. DOCUMENT OVERVIEW

A robust document control system is an essential component of a successful Safety Management System (SMS).

This document is Drone Port Montrose's Document Control Procedure. It details the responsibilities within the Drone Port Montrose organisation with regard to Document Control, how documents are allocated their numbers and where documents are indexed and can be accessed.

2. RESPONSIBILITIES

Drone Port Montrose's Accountable Manager is ultimately responsible for ensuring that a fit-for purpose Document Control System is in place and that the processes exist to ensure that it is readily accessible to all who need it, including external parties where required.

Drone Port Montrose's Safety Manager advises the Accountable Manager on the system's suitability and ongoing performance.

Drone Port Montrose's Document Controller is responsible for the day-to-day operation of the system including the allocation of document numbers, the maintenance of the Master Document Register (MDR), the uploading of documents into the system and allows users to access documents where and when required.

3. DOCUMENT CONTROL SYSTEM

3.1. CONTROL OF DOCUMENTED INFORMATION

All documentation is controlled by version and date and is listed on a "Master Document Register".

DTL has a Portable Hard Drive-based back-up system in place to avoid the loss of project, client and confidential document. All computers are backed up daily to a Cloud-based OneDrive storage system.

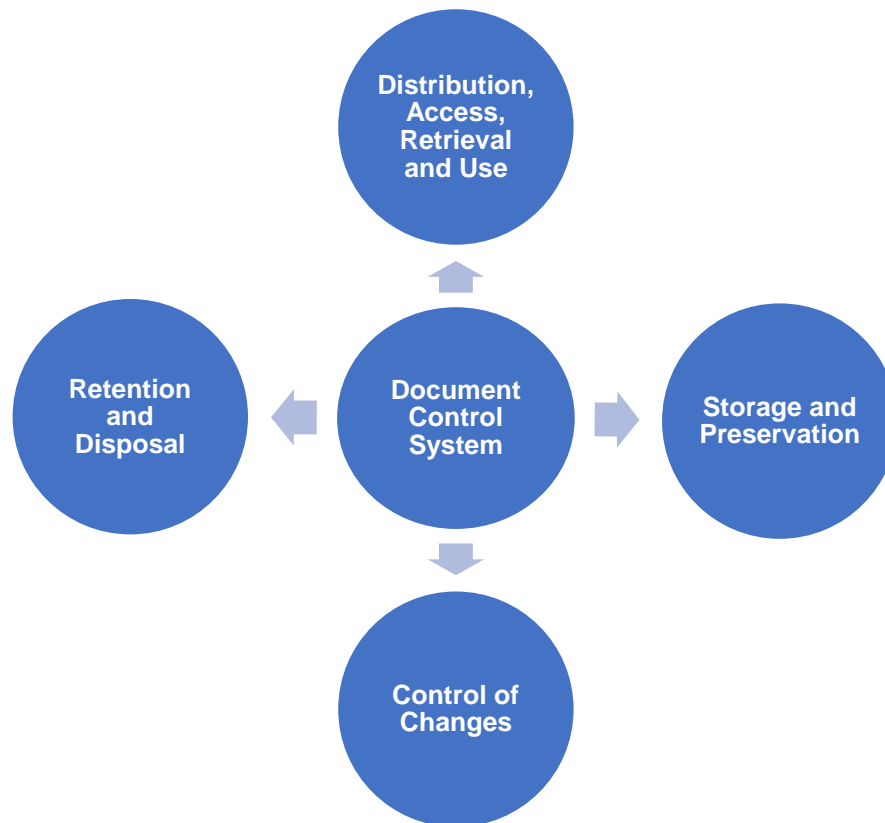
Documents can be retrieved by authorised personnel from the storage locations specified and/or from folders on the network. Customer records are identified by customer name.

On or after the retention period stated, the relevant records will be reviewed by Management and will either remain in-situ, be archived or destroyed.

If records are to be destroyed, they will be disposed of in a controlled manner; sensitive hard copies will be shredded, and soft copies will be deleted from the system. If records are to be archived, they will be identified and stored appropriately.

Control of documents can be seen on the Master Document List and encompasses the following elements:-

- Distribution, Access, Retrieval and use
- Storage and preservation, including preservation of legibility
- Control of changes (e.g. version control)
- Retention and disposition



3.2. DOCUMENT NUMBERING

Documents are to be assigned an alphanumeric identifier by the Document Controller as follows:

<u>Document Type</u>	<u>Document Number</u>
Management System Policy	DPM-POL-XXX
Management System Manual	DPM-MAN-XXX
Management System Processes, Plan Procedure	DPM-PPP-XXX
Management System Form	DPM-FOM-XXX
Management System Work Instruction	DPM-MWI-XXX
Management System Guidance Note	DPM-MGN-XXX
Specific Operations Manual	DPM-OPM-XXX
Specific Operations Procedure	DPM-OPP-XXX
Specific Work Instruction	DPM-WKI-XXX
Specific Guidance Note	DPM-GDN-XXX
Specific Project Documents	YYY-HHHAAAA-XXX-ZZ

Where:

- YYY is the office contracting the project (Only Drone Port Montrose (DPM) currently)
- HHH is the customer acronym
- AAAA is the progressive number of commitments between the office and this Customer e.g. 0001, 0002, 0003, etc.
- XXX is the incremental document number e.g. 001, 002, 003, etc. on the project
- ZZ is the year of the project

3.3. DOCUMENT REVISION NUMBER

The revision status is to be as follows:

- P1, P2, etc. – denotes drafts of a document prepared for review/comment (in the Revision Table, it shall be referred to as “Prepared for Internal Review”)
- A1, A2, etc. – denotes internally approved documents requiring customer approval (only used for Project Specific Documents - in the Revision Table, it shall be referred to as “Prepared for Client review”)
- 1, 2, etc. – denotes issue of approved document (in the Revision Table, it shall be referred to as “Issued for use” or “Re-issued for use” for the following revisions)
- For Project Specific Documents, the revision process involves the Client. The Client review/approval shall always be denoted with an “A” version of the document until approved when it shall be denoted by 1, 2, etc. (please see Example below)

Examples:

- DPM-OPP-003, Rev P2 – Second draft of DPM-OPP-003 Auditing Procedure
- DPM-OPM-002, Rev 1 – First issue of the Operations Manual “Approved For Use”
- Montrose Office is coded as “DPM”; the third project with “Repsol” Customer (uniquely coded, for example as “RSL”) shall be coded as “DPM-RSL0005”
- DPM-RSL0005-003-20, Rev A1 – Internally approved Project Plan to be sent for Customer review/approval
- Typical Revision Table for Project Documents follows:

<u>Rev No</u>	<u>Issue Description</u>	<u>Prepared</u>	<u>Reviewed</u>	<u>Approved</u>	<u>Date</u>
Rev 1	Issued for Use	RS	RN	RN	dd-mmm-yy
Rev A1	Prepared for Client Review	RS	TW	TW	dd-mmm-yy
Rev P1	Prepared for Internal Review	RS	MM	MM	dd-mmm-yy