Approved by ______________________________ Date ____________
Management Systems Coordinator

1 0 SCOPE
This procedure applies to Condea Vista Company , Aberdeen, MS covered by the OSHA Process Safety Management regulation for highly hazardous chemicals (PSM) Reference 29 CFR 1910 119

2 0 PURPOSE
This procedure describes how documents and data which relate to the Aberdeen Plant process safety management system are controlled This procedure also identifies who is responsible for document control

3 0 RESPONSIBILITY
Management Systems Coordinator
The management systems coordinator is responsible for the process safety management manual

Document Control Coordinator
The document control coordinator is responsible for revising documents, distributing documents, and removing obsolete documents from the point of issue and locations of use

4 0 DEFINITIONS

4 1 Document - refers to any written procedure, data, drawing/plot, record etc whether in electronic or paper format

4 2 Owner - the person who is ultimately responsible for ensuring that the document is valid (up to date, certified, most recent issue, etc) and maintained as required by the PSM regulation or by corporate standards In addition, the "owner" is the person responsible for making sure that files are reviewed and purged prior to loading into the electronic Document Management System

5 0 PROCEDURE

5 1 General
FORMAT REQUIREMENT FOR CONTROLLED DOCUMENTS
Documents controlled by this procedure (controlled documents) are maintained in one of the following forms
- Documents with an original approval signature which are maintained by the document control coordinator (i e the master copy)
- Documents maintained in the Document Management System or as identified in the DMS

5 0 PROCEDURE - CONT
5 1 General - cont
FORMAT REQUIREMENTS FOR CONTROLLED DOCUMENTS - cont
Controlled document are required to have the following information

- On Each Page
  - Manual Title (if the documents are maintained in a manual)
  - Document Title
  - Document Number
  - Revision
  - Page Number of Total Pages (Page___of ___)
- On the First Page
  - Approval Signature and date (printed documents only)

Note Approval for electronic documents is as follows (1) indicated by an approval name and date on the electronic copy of the document which matches the printed copy or (2) restricted access such that only those who have approval authority

DOCUMENT NUMBER

Process Safety Management documents are identified by department and element (ex Maint-MI-307 identifies A Mechanical Integrity Procedure in the Maintenance Department

REVISION
6 0 DOCUMENT MANAGEMENT PROGRAM ELEMENTS

6 1 The Management Systems Coordinator has overall responsibility for coordinating the document management process

6 2 The persons listed below are responsible for each document or group/type of documents required to be maintained under PSM

ELEMENT	NUMBER	OWNER
Applicability Determination	PSM-001	Technology Manager
Employee Participation	PSM-002	All Managers
Process Safety Information	PSM-003	Capex Manager
Hazardous Chemicals		Safety & Health Mgr
Equipment		Maintenance Manager
Technology		Technology Manager

ELEMENT	NUMBER	OWNER
Operating Procedures	PSM-005	Vinyl Unit Manager Maintenance Manager

Training	PSM-006	Training Manager
Contractors	PSM-007	Capex Manager Maintenance Manager
Pre-Startup Safety Reviews	PSM-008	Capex Manager
Mechanical Integrity	PSM-009	Maintenance Manager
Hot Work Permit	PSM-010	Safety & Health Mgr
Management of Change	PSM-011	Capex Manager
Incident Investigation	PSM-012	Safety & Health Mgr
Emergency Response	PSM-013	Safety & Health Mgr
Compliance Audits	PSM-014	Corporate Safety & Health Mgr
Trade Secrets	PSM-015	Plant Manager

5 0 REVISION HISTORY

Description of the Change	**Revision**
Written to Match Corporate Standard	0
Owner Changes	1