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		Rev. No.: 版本号：	03
		Effective date: 生效日期:	2025-12-01
File name **文件名**	**EHS Document Control Procedure** **文件及记录控制程序**		

Approval process
审批过程

	Name **姓名**	**Title** **职务**
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Approved by **批准人**		Campus Safety Committee;

Reversion records
版本历史记录

Rev. No. 版本号	**Publication date 出版日期**	**Rev. reason/ content modified 再版原因/更改内容**
01	2019-11-01	New file 新建文件
02	2021-08-09	Review and Updated 复审及更新
03	2025-12-01	Regular renew 周期审阅更新

Relevant departments (select relevant departments with a "√")
相关部门 (用√勾选相关部门)
No 无

Relevant documents 相关文件
No 无

Distribution mode (black) **发放方式** (涂黑)

Electronic edition 电子版 ■ ■ Paper edition 纸版 □ □

1. Purpose 目的

This procedure specifies the minimal requirements on the compilation, review, approval, release, distribution, archiving / retention / filing and changing of relevant EHS documents within Guangdong Technion Israel Institute of Technology. (abbreviation: GTIIT)

本程序规定广东以色列理工学院范围内与健康、环境、安全管理体系相关的文件及记录编辑、审核、批准、发布、保存及变更的最低要求。

2. Scope 范围

All related documents and records about quality, health, environment and safety within GTIIT.

广东以色列理工学院范围内所有与健康、环境、安全管理体系相关的文件及记录。

3. Reference 参考文件

ISO 9001:2015, 4.2.3 (Control of documents)

ISO 9001:2015，4.2.3 (文件控制)

ISO 9001:2015, 4.2.4 (Control of records)

ISO 9001:2015, 4.2.4 (记录控制)

4. Definition 定义

4.1 Site Document controller 文件控制员

Responsible for the archiving and record of all controlled documents and the announcement of new issued or updated document.

负责全校受控文件的保存、记录，以及文件的发布及更新通知。

EHS office is nominated as the EHS document control department in GTIIT and the corresponding personnel that responsible for document management is document controller.

EHS(校园安全办公室)为广东以色列理工学院的 EHS 文件控制负责部门，相应负责文件管理的人员为文件控制员。

4.2 Distribution list 分发名单

Distribution list is defined as the member list that will receive the announcement of new issued and updated document. In general, plant managers, department managers and other affected people will be on the list.

分发名单定义为文件发布、更新时文件控制人员需通知的成员名单，一般为学校校长、学科负责人、部门总监及其他受影响的相关人员

4.3 Review and approval of documents 文件的审批

It defines the process of document review and approval.

文件的审批即文件的审核、批准过程。

5. Procedure 程序

5.1 Document Compilation Requirement 文件编写要求

5.1.1 Document level 文件分级：

Level 1: Manual-description of Policy, Management Responsibility and Directions.

一级文件--手册，对学校 EHS 工作方针导向的描述。

Level 2: System Procedures—description of processes, mechanism and interactions.

二级文件 -- 程序，对过程、机制和各界面相互作用的描述

Level 3: Work Instruction

三级文件 -- 标准操作指引

Level 4: Forms - which are the accepted format for recording data/information.

四级文件--表单格式，为文件内容/数据之格式。

Internal controlled documents are managed by EHS.

内部受控文件由 EHS 负责管控

System	Controlled Scope	Document Level	Key Element	Running No.
X	**Y**	**Z**	**NN**	**mmm**
GTIIT	**EHS**	**M(manual)** **P(procedure)** **I(instruction)**	**01** **02** **…** **07**	**01** **02** **03** **04** **05** **06** **…**

The numbering of forms is adding 01(02, 03…) after the document serial number

表单的编码方式为在相应的文件编码后加入 01（02、03……）

Example 举例：

The serial number of EHS manual is as below:

EHS 手册的文件序列号如下：
GTIIT-EHS-M-01
GTIIT-EHS-M-01-01

5.1.2 Document version 文件版本号
Initial number 初始编号:00
Revision number 修订编号:01-99

5.1.3 Document frame 文件框架
The frame of level 1and level 2document
二级文件的框架为:

1.Purpose 目的
2.Scope 范围
3.Reference 参考文件
4.Definition 定义
5.Procedure 程序
6.Attachment 附件
7.Flowchart (if suitable) 流程图（如适用则添加）

5.1.4 Letter format 文本格式
For English letter uses Arial 11 and Chinese letter uses SimSun 11, right and left justification and line spacing is exactly 18 pt.
英文使用 Times New Roman 11 号字，中文字母使用宋体 11 号字，左右对齐，行距 18pt。
Page Margins: Top 0.19 inch, Bottom 0.63 inch, Left 0.75 inch, Right 0.75 inch
页间距：上 0.19 英寸，下 0.63 英寸，左 0.75 英寸, 右 0.75 英寸
One blank space should be kept between two paragraphs.
每两个大段落之间过渡必须留一行空隙。
And for level 2 documents should use English-left, Chinese-right layout. For the layout of level 3 documents will be decided by BUs according to actual situation, but the header and footer should be same with level 2 documents.
For document template refers to “GTIIT-EHS-01-09 Document Control Procedure”
文件采用英文上中文下的段式排版。

5.1.5 Format of form 表格格式

All the controlled forms should contain company name (both English and Chinese) serial number, version and retention life and the format is as follows:
受控表格内须含有学校中英文名称、表格编号、版本号及保存期限，格式如下：
Campus name (both English and Chinese): top right corner
学校中英文名称：右上角
Serial number: bottom left corner
表格编号：左下角
Version: center of bottom
版本号：页脚居中
Retention life: bottom right corner
保存期限：右下角
For form template refers to "GTIIT-EHS-01-09 EHS Document Control Procedure 文件及记录控制程序".
表格模板参见附件"GTIIT-EHS-01-09 EHS Document Control Procedure 文件及记录控制程序。

5.2 Issue of documents 文件的审批与发布

Base on the requirement of company's management and task, documents will be compiled by demanding department. After the compilation and approved by related reviewer and approver, the owner should send it to EHS for filing and record. And then send the document to the people in distribution list by e-mail.
依学校管理和任务需要，文件由需求部门自行编制，编制完成后程序起草人应将程序文件通过邮件发送至相应的部门总监及实验室负责人做审核、批准，完成电子签名后文件控制人员做统一归档及记录，并将文件以电子形式发送给分发名单上面的所有人员。

5.3 Revision of documents 文件的修订

The revised content of the latest document should be marked as yellow. Once approved, the updated version should be sent to document controller for record and update and send to all the people in distribution list by e-mail.
文件修订时当次的修订内容须使用黄色背景标注，审批通过后需发送给 EHS 做记录，并将更新后的文件以电子形式发送至文件分发名单上面的所有人员。

The version number of controlled documents is started from 00, and become 01 after the first time update, and so on. And the control of documents and forms are separately, thus when the content of document changed, the version of form doesn't need to be changed, and vice versa.

学校内部的受控文件从 00 版开始，第一次升级为 01，以此类推，文件与表单的升级单独控制，即文件内容更新表单版本号不需升级，反之亦然。

5.4 Archiving and retention life of documents and records 文件与记录的保存及保存期限

All the internal controlled documents are managed by EHS in GTIIT, and all the employees have the authority of read. And the documents are stored in:

\\172.30.154.16\public\GTIIT\Document Control Center

内部受控文件由 EHS 管理，所有广东以色列理工学院师生均有阅读权限，内部受控文件存储于：

XXXX

And all the documents should be recorded in “GTIIT-G-P-EHS-002-04 GTIIT Document Control List”

所有文件应在“GTIIT_EHS_01_09 GTIIT Document Control List”的表格内进行记录。

5.5 Periodical review 文件有效性的定期审核

The period of document review is 2 years.

Every 2 years after the effective date, document controller will send a reminder to document owner to review the effectiveness of procedure or process. The owner should coordinate among relevant departments to decide whether it is necessary to make modification after receiving the notification.

文件的定期回顾周期为 2 年。

文件生效后，文件控制人员每两年会发送通知给文件的所有人，以确定审核流程或程序的有效性。程序所有人应在收到通知后和相关部门一同确定是否需要修改程序内容。

If there is any update or modification about the EHS document, the advice should submit the new version of document to EHS for review and update.

如果其他部门人员对 EHS 文件做任何更新或修改意见，需要将最新版本的文件发送至 EHS 做更新。

5.6 Abolishment of documents 文件的废止

All the abolished documents should be stored separately in abolishment documents folder. And all the abolished printed documents should be destroyed.

所有作废的文件电子档应该单独存放在作废文件夹中，以防止误用，并销毁现场作废文件。

5.7 Hard copy management 拷贝文本管理

5.7.1 Management of internal copies 内部拷贝文本管理

Normally printed out copy is not regarded as controlled revision when electronic system is applied for document control purpose.

电子版本作为文件控制时，打印版本不可作为控制版本。

Base on the actual situation, some positions (such as security guard, contractors, etc.) need the hard copy for their daily operation. They can print the updated version of document from document controller after approved by department head. The distributed documents should be sealed by "Effective Version", and make record in Document Receiving Confirmation Form (attachment 5) with receivers' signature. And document controller should keep the record.

基于学校的实际情况，一些需要程序复印件作为其日常操作指引规范，如：保安、饭堂等，在经部门负责人批准后其可在文件控制员处领取。分发的文件必须印有"有效版本"的印章，使用者需在受控文件领取确认表(附件 5)上面签名，文件管理员将其归档。

Once the document is updated, a new version should be distributed again and the old version should be destroyed.

文件一旦更新，必须将新版本再次分发给相关人员及部门，旧版本须销毁。

Document controller and related people in distribution list should make sure only new effective process/procedures are implemented within related departments.

现场文件管理员及分发名单上部门负责人员需要沟通文件的最新状态，必须确保学校内执行的流程或程序为最新版本。

5.7.2 Management of external copies 外部拷贝文本管理

Providing copies of controlled documents to external should get the approval of document-controlled area owner and the copies should contain watermark "For reference only".

External copies are not controlled documents.

对外公开受控文件，须由文件受控区域负责人批准，并须含有"仅供参考"水印。

外部拷贝文本为非受控文件。

6. Attachment 附件

Attachment 附件 1:

GTIIT_EHS_01_09 Document Template.docx

7. Flowchart 流程图

Steps/步骤	**Flow Chart/流程图**	**Responsible/职责**
1.	Start 开始 Compile or change Document request process effective assessment 进行编辑或变更工作评估变更的请求	
2.	Record the document/change in writing 记录文件的变更内容	**Compiler**
3.	Coordinate with units concerned 跟进各部门关于程序的变更内容	**Compiler**
4.	Review of Document/change 确定审核更改内容是否合适 No 否 → 2.; Yes 是 → 5.	**Compiler**
5.	Modify According to comments change 根据批注作修改 No 否 → 9.; Yes 是 → 6.	**EHS**
6.	Approve document/change 批准更改的文件	**Head of Dep.**
7.	**Released by GTIIT HSE with New Version No.** 由 HSEQ 部门发布新版本编号	**Target Adm.**
8.	Notify the person in distribution list 通知涉及程序的相关人员 Obsolete old version 废除旧版本	**EHS document**
9.	End 结束 No 否 → 2.	