

EXPRO National Manual of Assets and Facilities Management Volume 13, Chapter 4

Assets and Facilities Management Hard Copy Filing Procedure

Document No. EOM-ID0-PR-000004 Rev 001



Assets and Facilities Management Hard Copy Filing Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	28/03/2020	For Use
001	18/08/2021	For Use



Assets and Facilities Management Hard Copy Filing Procedure

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.



Assets and Facilities Management Hard Copy Filing Procedure

Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS	5
4.0	REFERENCES	5
5.0	RESPONSIBILITIES	6
5.1	Entity Document Management Department (EDMD)	6
5.2	Assets and Facilities Management Document Department Manager	6
5.3	Assets and Facilities Management Document Management Department (AFMDMD)	6
5.4	Assets and Facilities Management Personnel	6
6.0	PROCESS	6
6.1	General	6
6.2	Hard Copy Library Requirements	7
6.3	Hard Copy Filing Structure	7
6.4	Assets and Facilities Management Confidential Records	7
6.5	Revision and Document Status	7
6.6	Folder Labels	8
6.7	Documents Size	8
7.0	ATTACHMENTS	8
	Attachment 1 - EOM-ID0-TP-000005 – Assets and Facilities Management Folder Label Template	9
	Attachment 2 – Assets and Facilities Management Document Management Department Stamps	10



Assets and Facilities Management Hard Copy Filing Procedure

1.0 PURPOSE

This procedure applies to works performed under all Government Assets and Facilities Management activities executed throughout the Kingdom of Saudi Arabia. This procedure defines the process of managing hard copy filing for documents used by the Assets and Facilities Management team. Documentation needs to be filed in a uniformed and consistent manner to ensure the control, management and easy retrieval of documents and records.

2.0 SCOPE

This procedure will apply to documents, media and records that are required to be retained for the Assets and Facilities Management in hard copy format by the Entity Document Management Department (EDMD).

3.0 DEFINITIONS

Definitions	Description
Attribute	Information attributed to a document to aid its retrieval from a repository – sometimes also referred to as metadata
CD/DVD	Compact Disk/Digital Video Disk; The medium on which electronically created documents and/or scanned images can be stored for retention purposes
Contractor	One that agrees to furnish materials or perform services at a specified price.
Controlled Documents	Documents that are always at the correct/latest revision level. When a change is made, it is retrieved and replaced by the Document Management Department (DMD) in the Enterprise Content Management System (ECMS).
Document	A piece of written, printed, or electronic matter, which is required to be controlled for the purposes of the organization and provides information or evidence during work execution.
Enterprise Content Management System (ECMS)	Enterprise Content Management System; An information management and collaboration platform for managing and controlling documents and records
Master File	The original or record copy of documentation maintained by Document Management Department
EDMD	Entity Document Management Department
AFMDMD	Assets and Facilities Management Document Management Department
AFMT	Assets and Facilities Management Team; is the team deployed by the Entity to manage the Assets and Facilities
Record	Document, book, paper, map, figure, photograph, material sample, or audio, video, computer file regardless of physical form, created or received by Entity personnel through transacting the company's business and preserved or deemed appropriate for preservation. Holds the evidence of the organization, policies, procedures, operations, decisions, and other activities or because of the data's information and value, as per Entity's Record Retention Schedule (RRS).
SDN	Standard Document Number – the approved numbering system used by the organization
Uncontrolled Documents	Documents that are not maintained and updated by the Document Management Department (DMD), if the document changes. The holder must satisfy himself/herself as to its validity before use.
Wet Signed	Created when a person physically signs a document. The word "wet" implies that the signature requires time to dry, as it was made with ink

4.0 REFERENCES

1. EOM-ID0-PR-000001 - Assets and Facilities Management Document Management Procedure
2. ENT-ID0-PR-000001- Entity Standard Document Numbering Procedure
3. ENT-IRR-PR-000001 - Entity Records Retention Procedure



Assets and Facilities Management Hard Copy Filing Procedure

5.0 RESPONSIBILITIES

5.1 Entity Document Management Department (EDMD)

- Provide advice and assistance to the AFMDMD
- Enforce the process of managing hard copy filing of documentation as outlined in this procedure

5.2 Assets and Facilities Management Document Department Manager

- Ensure that the Assets and Facilities Management Hard Copy Filing Procedure is regularly updated
- Enforce the process of managing hard copy filing of documentation as outlined in this procedure

5.3 Assets and Facilities Management Document Management Department (AFMDMD)

- Verify that the documentation is required to be filed in hard copy format
- Ensure that hard copy documentation is also stored in the Enterprise Content Management System (ECMS) in electronic format
- Update the Assets and Facilities Management Hard Copy Filing Library with the latest versions of Assets and Facilities Management documentation
- Coordinate with the Administrative Services Department in securing the required office space, equipment, furniture and stationeries

5.4 Assets and Facilities Management Personnel

- Limit hard copy printing for personal use to a minimum
- Adhere to copyright compliance in relation to reproduction and unauthorized distribution of Assets and Facilities Management material

6.0 PROCESS

6.1 General

Expro will endeavor to create processes and procedures that support and promote paperless offices, as this philosophy will save the Assets and Facilities Management time, money as well as provides benefits to the environment.

Documents that are required to be filed in the Assets and Facilities Management Hard Copy Filing Library are as follows:

- Pages that are “Wet Signed”
- Hard copy submissions from the Contractor (if required by the Assets and Facilities Management Team (AFMT))

Note: Where possible the Assets and Facilities Management will utilize the use of digital signatures, which will support the philosophy of maintaining a paperless office. The use of digital signatures is outlined in the Assets and Facilities Management Document Management Procedure.



Assets and Facilities Management Hard Copy Filing Procedure

6.2 Hard Copy Library Requirements

The Hard Copy Library shall be designed to meet the below requirements:

1. **Secure** – shall be only accessible by the AFMDMD, this ensures documents are not removed from the Hard Copy Library and confidential records are not accessed by unauthorized personnel
2. **Fire Protection** – shall be fitted with an adequate fire protection system that meets the Assets and Facilities Management 's fire protection requirements
3. **Layout** – shall be designed to store and retrieve the Assets and Facilities Management 's records in an efficient and effective manner

6.3 Hard Copy Filing Structure

The Assets and Facilities Management Hard Copy Filing Library shall be maintained by the AFMDMD under the responsibility of the Assets and Facilities Management Document Department Manager.

The Assets and Facilities Management Hard Copy Filing Library will be structured on the criteria below:

1. Asset/Facility
2. Document Type
3. Organization Code
4. Location Code
5. Discipline Code

Asset and Facilities Management documents/records that are originals (wet signed) will be stored in the authorized Asset and Facilities Management Hard Copy Filing Library. The AFMDMD will only file the pages that contain the actual wet signatures with the rest of the document/record being discarded due to it being able to be reproduced from the electronic copy stored in the ECMS. The storage of records outside the Asset and Facilities Management Hard Copy Filing Library shall be deemed uncontrolled copies and will be the responsibility of the owner of the records.

All files shall be stored on shelves in the designated filing areas. Original files shall be stamped "LIBRARY" (Attachment 2) and shall not be removed from the designated areas unless approved and signed out by the AFMDMD. The original files are then to be returned back to the AFMDMD to be signed back in to the Asset and Facilities Management Hard Copy Filing Library as soon as they are no longer being used. If an original file is to be used for photocopying purposes all copies shall be stamped with the "COPY" stamp (Attachment 2).

Original records shall not be marked in any way (other than with the relevant stamps). If comments are to be made on a record they should be made on "post it stickers", on memoranda or on copies of the record.

6.4 Assets and Facilities Management Confidential Records

Some records may be sensitive and protected by a legal document such as a Confidentiality Deed, which governs the manner in which the staff members are allowed to use the confidential information. AFMDMD will restrict access to these documents based on the appropriate confidentiality classifications, with the document being stamped "CONFIDENTIAL" (Attachment 2) and filed in secure area within the Asset and Facilities Management Hard Copy Filing Library.

6.5 Revision and Document Status

All hard copies managed by the AFMDMD in the Asset and Facilities Management Hard Copy Filing Library will be in accordance with the Entity Records Retention Procedure. The Asset and Facilities Management Hard Copy Filing Library should always have the latest original (wet signed) document with the superseded revisions being removed from the Asset and Facilities Management Hard Copy Filing Library. These superseded revisions will be retained in accordance with the Entity Records Retention Procedure.



Assets and Facilities Management Hard Copy Filing Procedure

Documents that are superseded by another document number will continue to be filed as part of the Asset and Facilities Management Hard Copy Filing Library but will be stamped as “SUPERSEDED” (Attachment 2). Superseded documents will be retained in accordance with the Entity Records Retention Procedure. The document will be updated in the ECMS in accordance with the Asset and Facilities Management Standard Document Numbering Procedure and Asset and Facilities Management Document Management Procedure.

Documents that are cancelled and no longer required by the Asset and Facilities Management will continue to be filed as part of the Asset and Facilities Management Hard Copy Filing Library but will be stamped as “CANCELLED” (Attachment 2). Cancelled documents will be retained in accordance with the Entity Records Retention Procedure. The document will be updated in the ECMS in accordance with the Asset and Facilities Management Standard Document Numbering Procedure and Asset and Facilities Management Document Management Procedure.

6.6 Folder Labels

The folder labels will follow the Hard Copy Filing Structure (described in Section 6.3) which uses the Standard Document Numbering Scheme categories to file documents efficiently and effectively.

Each folder will use the Asset and Facilities Management Hard Copy Filing Label Template EOM-ID0-TP-000005 (Attachment 1) to ensure that the folder label clearly defines the Asset/Facility, Document Type, Organization and Discipline.

6.7 Documents Size

The Asset and Facilities Management will endeavor to create documents that will fit within the A4 paper size parameters. Documents that cannot reasonably fit within a standard A4 format can be printed in A3 format to ensure legibility.

7.0 ATTACHMENTS

1. EOM-ID0-TP-000005 - Assets and Facilities Management Folder Label Template
2. Assets and Facilities Management Document Management Department Stamps



Assets and Facilities Management Hard Copy Filing Procedure

Attachment 1 - EOM-ID0-TP-000005 – Assets and Facilities Management Folder Label Template

Entity Logo	1) Company Logo
MOH	2) Organization Code
XXXXXX	3) Asset/Facility
250MAT	4) Location Number
Drawings	5) Document Type
(IEQ) Electrical - Equipment & Cabling	6) Discipline
SAMPLE	7) Description/Details (If Any)
VOLUME 1 of 1	8) Volume No
MASTER COPY	
AFMDMD	9) Custodian of library



Assets and Facilities Management Hard Copy Filing Procedure

Attachment 2 – Assets and Facilities Management Document Management Department Stamps

LIBRARY

LIBRARY

SUPERSEDED

SUPERSEDED

CANCELLED

CANCELLED

CONFIDENTIAL

CONFIDENTIAL

COPY

COPY