



# EXPRO National Manual for Projects Management

## Volume 14, Chapter 5

### Project Hard Copy Filing Procedure

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## Project Hard Copy Filing Procedure

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## Project Hard Copy Filing Procedure

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## Project Hard Copy Filing Procedure

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# Project Hard Copy Filing Procedure

## 1.0 PURPOSE

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

## 2.0 SCOPE

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

## 3.0 DEFINITIONS

| Definitions                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EXPRO                                       | Government Expenditure & Projects Efficiency Authority                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 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, especially for construction work.                                                                                                                                                                                                                                                                                                                                                                 |
| 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                                                                                                                                                                                                                                                                                                                                                                                        |
| PDMD                                        | Project Document Management Department; is the Document Management Department for the Project Management Team (PMT)                                                                                                                                                                                                                                                                                                                                                              |
| PMT                                         | Project Management Team; is the team deployed by the Entity to manage the Project                                                                                                                                                                                                                                                                                                                                                                                                |
| 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. EPM-KR0-PR-000001 - Project Document Management Procedure
2. EPM-KR0-PR-000002 - Project Standard Document Numbering Procedure
3. EPM-KRR-PR-000001 - Project Records Retention and Turnover Procedure



## Project Hard Copy Filing Procedure

### 5.0 RESPONSIBILITIES

#### 5.1 Project Document Department Manager

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

#### 5.2 Project Document Management Department (PDMD)

- 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 Project Hard Copy Filing Library with the latest versions of project documentation
- Coordinate with the Administrative Services Department in securing the required office space, equipment, furniture and stationeries

#### 5.3 Project Personnel

- Limit hard copy printing for personal use to a minimum
- Adhere to copyright compliance in relation to reproduction and unauthorized distribution of project 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 Project time, money as well as provides benefits to the environment.

Documents that are required to be filed in the Project Hard Copy Filing Library are as follows:

- Pages that are "Wet Signed"
- Hard copy submissions from the Contractor (if required by the Project Management Team (PMT))

*Note: Where possible the project 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 Project Document Management 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 PDMD, 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 Project's fire protection requirements
3. **Layout** – shall be designed to store and retrieve the Project's records in an efficient and effective manner

#### 6.3 Hard Copy Filing Structure

The Project Hard Copy Filing Library shall be maintained by the PDMD under the responsibility of the Project Document Department Manager.

The Project Hard Copy Filing Library will be structured on the criteria below:

1. Project
2. Document Type
3. Organization Code
4. Location Code
5. Discipline Code



## Project Hard Copy Filing Procedure

Project documents/records that are originals (wet signed) will be stored in the authorized Project Hard Copy Filing Library. The PDMD 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 project records outside the Project 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 PDMD. The original files are then to be returned back to the PDMD to be signed back in to the Project 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 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. PDMD 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 Project Hard Copy Filing Library.

### 6.5 Revision and Document Status

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

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

Documents that are cancelled and no longer required by the Project will continue to be filed as part of the Project Hard Copy Filing Library but will be stamped as "CANCELLED" (Attachment 2). Cancelled documents will be retained in accordance with the Project Records Retention and Turnover Procedure. The document will be updated in the ECMS in accordance with the Project Standard Document Numbering Procedure and Project 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 Project Hard Copy Filing Label Template EPM-KR0-TP-000007 (Attachment 1) to ensure that the folder label clearly defines the Project, Document Type, Organization and Discipline.

### 6.7 Documents Size

The Project 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. EPM-KR0-TP-000007 - Project Folder Label Template
2. Project Document Management Department Stamps



## Project Hard Copy Filing Procedure

### Attachment 1 - EPM-KR0-TP-000007 - Project Folder Label Template

|                                                       |                                 |
|-------------------------------------------------------|---------------------------------|
| <b>Entity Logo</b>                                    | 1) Company Logo                 |
| <b>MOH</b>                                            | 2) Organization Code            |
| <b>17MOHG00001</b>                                    | 3) Project Number               |
| <b>250MAT</b>                                         | 4) Location Number              |
| <b>Drawings</b>                                       | 5) Document Type                |
| <b>(IEQ) Electrical - Equipment<br/>&amp; Cabling</b> | 6) Discipline                   |
|                                                       | 7) Description/Details (If Any) |
| <b>VOLUME 1 of 1</b>                                  | 8) Volume No                    |
| <b>MASTER COPY</b>                                    |                                 |
| <b>PDMD</b>                                           | 9) Custodian of library         |
|                                                       |                                 |





## Project Hard Copy Filing Procedure

### Attachment 2 - Project Document Management Department Stamps

LIBRARY

**LIBRARY**

SUPERSEDED

**SUPERSEDED**

CANCELLED

**CANCELLED**

CONFIDENTIAL

**CONFIDENTIAL**

COPY

**COPY**