



Document Control Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

Document Number	SOP-OHS-11
Standard	ISO 45001:2018 Clause 7.5 – Documented Information
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Applies To	All OH&S documents and records

1. Purpose

This procedure establishes the system used by Viking Reinforcing Ltd. to control occupational health and safety documents and records to ensure that current versions are available where needed and that obsolete documents are removed from use.

2. Scope

This procedure applies to all OH&S documents including policies, procedures, registers, forms, logs, manuals, inspection records, and training documentation used within Viking Reinforcing operations.

3. Definitions

Term	Definition
Controlled Document	A document subject to revision control and formal approval.
Revision	A modification or update made to a controlled document.
Obsolete Document	A document replaced by a newer revision and no longer valid for use.



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4. Responsibilities

Audit & Compliance Officer (Derek Sanderson)

- Maintains the document control system.
- Approves revisions to OH&S documentation.

Chief Safety Officer (Dan Ansell)

- Ensures safety procedures remain current and effective.

Supervisors and Managers

- Ensure workers use current procedures and forms.

Workers

- Follow documented procedures and report outdated documents.

5. Document Creation and Approval

New documents must include:

- Document number
- Title
- Revision number
- Approval authority
- Effective date

Documents must be reviewed and approved before release.

6. Document Revision and Updates

When procedures or requirements change, documents must be reviewed and updated. Revision history must clearly identify the changes made and the approval authority.

7. Document Distribution

Current versions of controlled documents must be made available to workers through controlled digital storage, printed manuals, or safety management systems.

8. Control of Obsolete Documents

Obsolete documents must be removed from active use and archived for reference. Archived documents should be clearly marked as superseded.

9. Records and Documentation

SOP-OHS Procedures

REGISTER-OHS Registers



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FORM-OHS Forms

LOG-OHS Logs

Internal Audit Records

Training Records

10. Continuous Improvement

The document control system will be reviewed periodically to ensure that the organization maintains accurate, up-to-date documentation supporting the OH&S management system.