



National Power Corporation

FORMAT AND CODING OF QMS DOCUMENTS

I. Format and Coding of Quality Manual

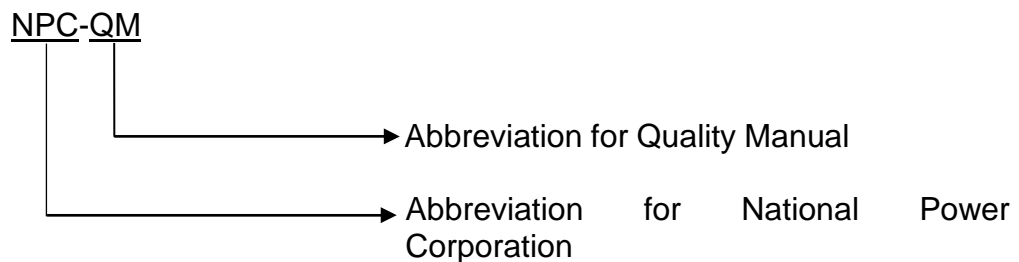
A. Header of the First Page

- NPC Logo
- Name of the Corporation
- Name of the Manual
- Reference Standard
- Document Code
- Revision No.
- Page number and the number of pages
- Effectivity Date

B. Header of the Succeeding Pages

- Revision No.
- Name of the Manual
- Page number and the number of pages

C. Document Code



II. Format and Coding of Corporate Procedures

A. Title Page

- NPC Logo
- Name of the Corporation
- Type of Procedure (Corporate/Group/Department, etc.)
- Document Code
- Document Title
- Revision No.
- Effectivity Date
- Preparer/Author
- Reviewer
- Approving Authority

B. Header of the First Page

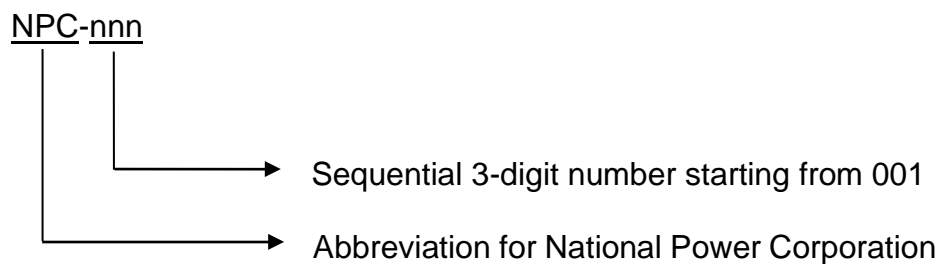
- NPC Logo
- Name of the Corporation
- Type of Procedure (Corporate/FG/Department, etc.)
- Document Code
- Revision No.
- Page number and the number of pages
- Effectivity Date
- Document Title

C. Header of the Succeeding Pages

- Revision No.
- Document Title
- Page number and the number of pages

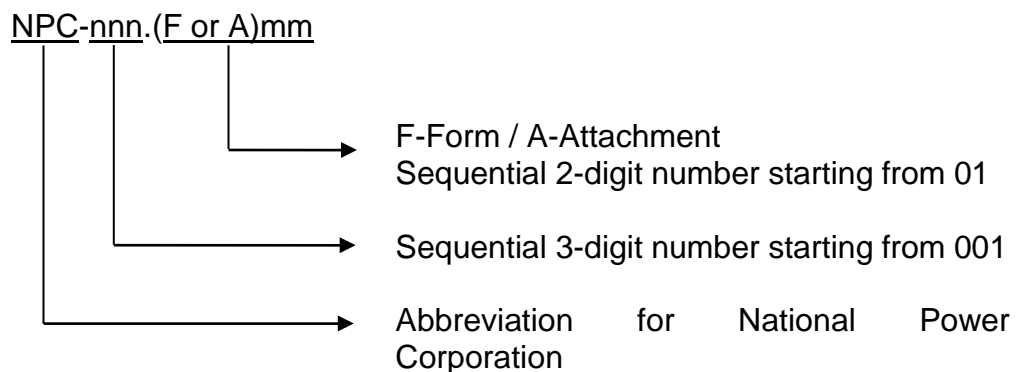
D. Document Code

1. Procedure



Example: **NPC-001** - refers to the Control of Documents and Records Procedure

2. Forms and Attachments



Examples:

NPC-001.F01 - refers to the form of Document Initialization/ Review of NPC-001, Control of Documents and Records

NPC-001.A01 - refers to the attachment of Format and Coding of QMS Documents of NPC-001, Control of Documents and Records

III. Format and Coding of Group/Departmental Procedures

A. Title Page

- NPC Logo
- Name of the Corporation
- Name of the Functional Group/Department (optional)
- Type of the Procedure (Group/Departmental)
- Document Code
- Document Title
- Revision No.
- Effectivity Date
- Preparer/Author
- Reviewer
- Approving Authority

B. Header of the First Page

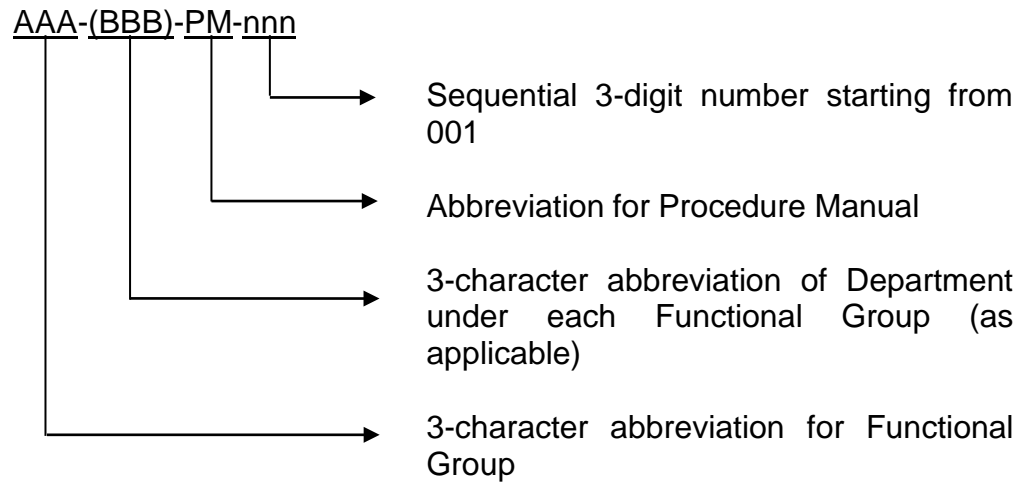
- NPC Logo
- Name of the Corporation
- Name of the Functional Group/Department (optional)
- Functional Group/Department Logo (optional)
- Document Code
- Revision No.
- Page number and the number of pages
- Effectivity Date
- Document Title

C. Header of the Succeeding Pages

- Document Code
- Document Title
- Revision No.
- Page number and the number of pages

D. Document Code

1. Procedure

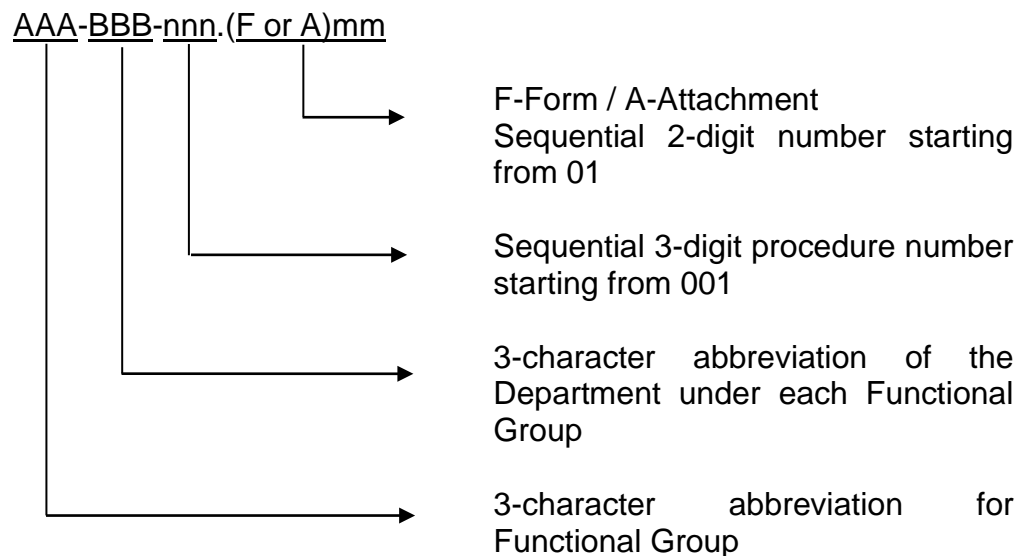


Examples:

PES-EMD-PM-001 - refers to the “Application for and Securing of ECC/CNC/Environmental Permits for Non-ECP” of the EMD

MGN-PM-001 - refers to the “Preparation of the Regular Monthly Bill” of Billings and Settlements Section under MINGEN

2. Forms and Attachments



Examples:

PES-ESD-001.F01- refers to the form of “Annual Safety Audit Schedule” of ESD Departmental Procedure, NPC-ESD-001, Safety Audit

PES-ESD-005.A01- refers to the attachment of “Specimen of QA Review Stamp” of ESD Departmental Procedure, NPC-ESD-005, Review of Engineering Project Documents

IV. Format and Coding of Work Instruction

A. Title Page

- NPC Logo
- Name of the Corporation
- Name of the Functional Group/Department (optional)
- Functional Group/Department Logo (optional)
- Document Code
- Document Title
- Revision No.
- Effectivity Date
- Preparer/Author
- Reviewer
- Approving Authority

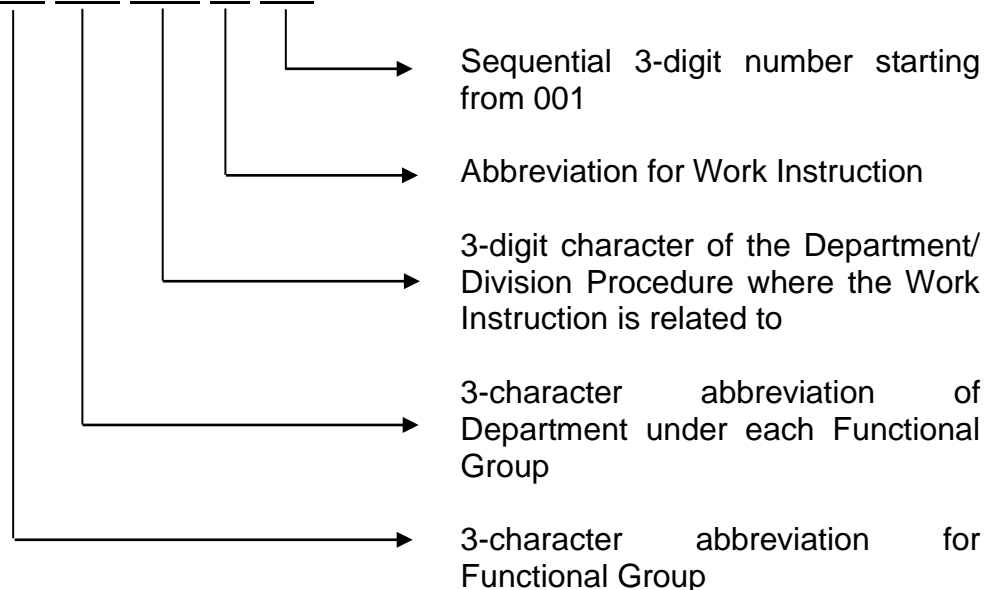
B. Header of the First Page

- NPC Logo
- Name of the Corporation
- Name of the Functional Group/Department (optional)
- Functional Group/Department Logo (optional)
- Document Code
- Revision No.
- Page number and the number of pages
- Effectivity Date
- Document Title

C. Coding

1. Procedure

AAA-BBB-NNN-WI-nnn



Example:

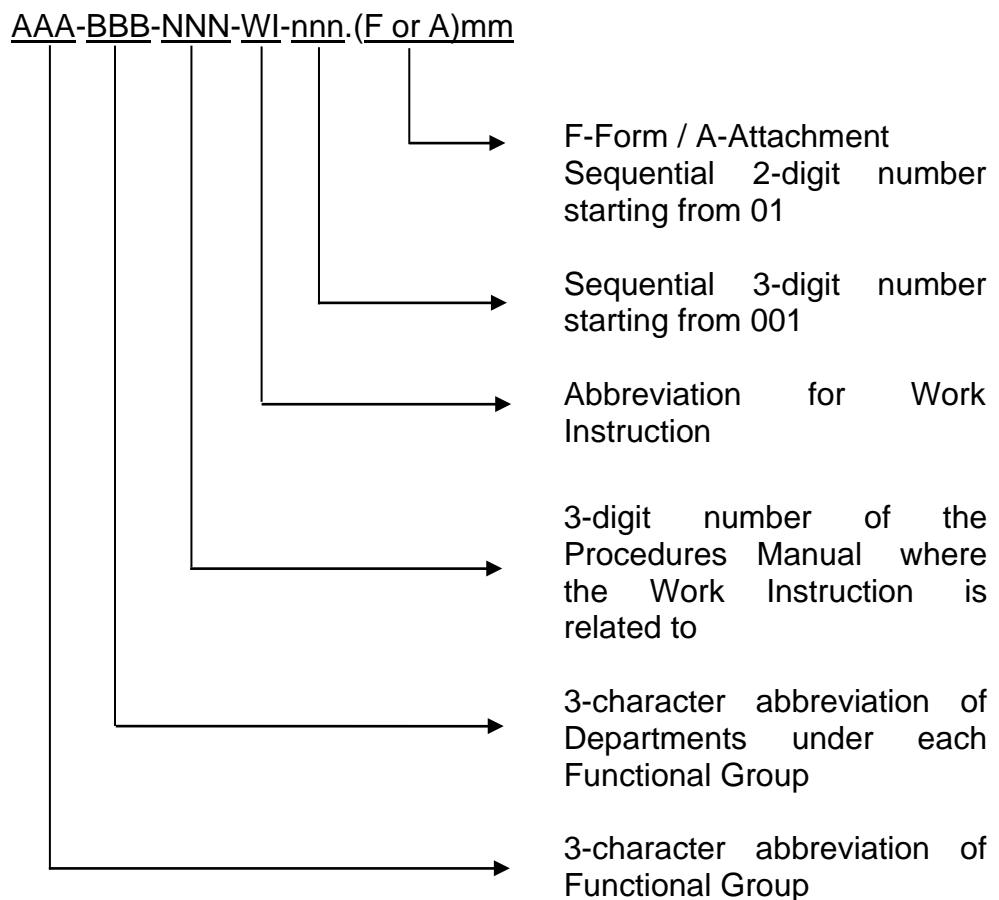
PES-DDD-001-WI-001 - refers to the Work Instruction of DDD “Preparation, Review and Approval of Bid Drawings” under NPC-DDD-001, Preparation, Review & Finalization of Tender Documents

D. Header of the Succeeding Pages

- Document Code
- Document Title
- Revision No.
- Page number and the number of pages

E. Document Code

1. Procedure



Example:

PES-EMD-001-WI-001.F01- refers to the form of “Suspended Particulate Analysis” under EMD Work Instruction, *NPC-EMD-001-WI-001, Suspended Particulate Matter Analysis*