



# Procedure

Category : **General Management**  
Sub-Category : **Preparation and Control of Documents**  
Procedure No. : **GM-2**

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## 1. Purpose

Preparation, review and approval, issue, control and availability of BERDE Documents

## 2. Scope

This procedure applies to all BERDE management documents. The requirements for identification and control of distribution shall also apply to all BERDE management documents.

## 3. Methods

### 3.1. Approval Process

Requests to include, revise or withdraw a BERDE Management document shall be submitted to the BERDE chairman through the suggestion form who shall review the eligibility of the suggestion. The eligibility requirements are detailed in GM-1. If the GM-1 shall not be considered eligible, the BERDE chairman shall discuss this to the author of the suggestion and justify further.

If eligible, the suggestion shall be numbered and endorsed to the BERDE board for voting. Upon approval by the BERDE board, an Amendment to the Guidelines form shall be accomplished by the BERDE secretariat then forwarded to the BDT for implementation or compliance.

## 4. Relevant Forms/Guides

### 4.1. GM-2.1 – Change Register Form

This form summarizes the changes implemented in the management documents which shows the following:

- Item No.
- Reference
- Reason
- Auditor/Author
- Proceed Status
- Action Required
- By
- Closeout
- Signoff

Such form is essential prior to any revision.



# Procedure

## 4.2. GM-2.2 – Document Preparation Guides

The format of any BERDE Management documents shall be such that the following information is identified:

- **Guidelines**
  - Title
  - Version No.
  - Document Body
  - Issue Date
  
- **Procedures**
  - Category
  - Sub-Category
  - Procedure Number
  - Purpose
  - Scope
  - Methods
  - Relevant Forms
  
- **Forms**
  - Form number
  - Information Blanks
  - Name of Author
  - Signoff Blank

Any relevant information not mentioned above but deemed necessary should be included in the relevant BERDE management documents.