





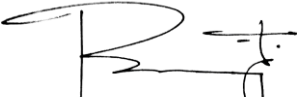

	Title of Manual	Document No.	
	<b>SYSTEM PROCEDURES MANUAL</b>	<b>QMS-03F3</b>	
	Department/ Process Owner	Effective Date	
	<b>PNOC QMS TEAM</b>	<b>September 6, 2021</b>	
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<b>QMS- 01</b>	<b>PLANNING AND CHANGE MANAGEMENT</b>	0	September 30, 2020
QMS-01A1	FMEA Score Guide	0	September 30, 2020
QMS-01F1	FMEA Risk Register	1	July 8, 2021
QMS-01F2	Change Management Checklist	0	September 30, 2020
QMS-01F3	Potential Problem Analysis Sheet	0	September 30, 2020
QMS-01F4	Strength, Weaknesses, Opportunities and Threats	0	September 30, 2020
QMS-01F5	Political, Economic, Social, Techonological, Legal and Environmetal	0	September 30, 2020
<b>QMS- 02</b>	<b>LEGAL AND OTHER REQUIREMENTS</b>	1	August 31, 2021
QMS-02F1	List of Legal and Other Requirements	0	September 30, 2020
QMS-02F2	Reportorial Requirements	0	September 30, 2020
<b>QMS- 03</b>	<b>CONTROL OF DOCUMENTS</b>	1	August 31, 2021
QMS-03A1	Responsibility for documentation	1	August 31, 2021
QMS-03F1	Document Control Request	0	September 30, 2020
QMS-03F2	DCR Register	0	September 30, 2020
QMS-03F3	Table of Contents	0	September 30, 2020
QMS-03F4	Issuance and Retrieval Form	0	September 30, 2020
QMS-03F5	Master List of External Documents	1	June 16, 2021
QMS-03F6	Borrower's Log	0	September 30, 2020
QMS-03F7	QMS Document Review	0	September 30, 2020
QMS-03F8	Meeting Notification	0	September 30, 2020
QMS-03F9	Attendance Sheet	0	September 30, 2020
QMS-03F10	Minutes of the Meeting	0	September 30, 2020
<b>QMS- 04</b>	<b>CONTROL OF RECORDS</b>	0	September 30, 2020
QMS-04F1	Master List of Records	0	September 30, 2020
QMS-04F2	Records for Archiving	0	September 30, 2020
QMS-04F3	Photocopying Request Form	0	September 30, 2020
<b>QMS- 05</b>	<b>INTERNAL AUDIT</b>	2	September 6, 2021
QMS-05F1	Annual Audit Plan	0	September 30, 2020
QMS-05F2	QMS Audit Matrix	0	September 30, 2020
QMS-05F3	Audit Itinerary	0	September 30, 2020
QMS-05F4	IA Checklist	0	September 30, 2020
QMS-05F5	Audit Report Form	0	September 30, 2020
QMS-05F6	Monitoring of Observations	1	July 8, 2021

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QMS-05F7	Internal Auditors Training Matrix	0	September 30, 2020
QMS-05F8	IQA Summary of Findings	0	May 31, 2021
<b>QMS- 06</b>	<b>MANAGEMENT REVIEW</b>	0	September 30, 2020
QMS-06F1	Minutes of the Meeting	0	September 30, 2020
<b>QMS- 07</b>	<b>CORRECTIVE ACTION AND IMPROVEMENT</b>	1	May 31, 2021
QMS-07A1	Designated Functions for Raising CAR	0	September 30, 2020
QMS-07F1	Corrective Action Request	0	September 30, 2020
QMS-07F2	Root Cause Analysis Sheet	0	September 30, 2020
QMS-07F3	CAR Monitoring Form	0	September 30, 2020
QMS-07F4	QMS Monitoring Rating Form for Auditors	0	May 31, 2021

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 2 All	Added new form QMS-05F8; QMS-07F4 Change in effectivity dates
2	All	Change in effectivity dates
3	Page 2 All	Change of signatories Change in effectivity dates

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