

## Appendix 1

### LEVEL I

## INTEGRATED MANAGEMENT SYSTEM MANUAL

(IMS)

### LEVEL II

#### ADMINISTRATION WORK INSTRUCTIONS

(AWI)

#### DEPARTMENT WORK INSTRUCTIONS

(DWI)

#### ENVIRONMENTAL WORK INSTRUCTIONS

(EWI)

#### TECHNICAL WORK INSTRUCTIONS

(TWI)

**AWI:**  
 100 Company Management and Administration  
 200 Project Operations  
 270 Integrated Management System  
 300 Project Controls  
 350 FM-Industrial Services  
 375 Infrastructure Project Development  
 400 Procurement  
 500 Proposals  
 600 Welding Services Unit  
 900 Miscellaneous

**DWI:**  
 125 Branding & Identity  
 200 Equipment Division  
 250 Quality Assurance  
 275 Contracts  
 300 Calibration Laboratory  
 350 Business Development  
 500 Human Resources  
 600 Finance and Accounting  
 625 Insurance  
 750 Temporary Facilities

**EWI:**  
 101 Identification and Evaluation of Environmental Aspects  
 102 Environmental Permitting  
 103 Identification and Review of legal and Other Requirements  
 104 Environmental Objectives, Targets and Programme  
 105 Environmental Communication  
 106 Emergency Preparedness and Response  
 107 Environmental Monitoring, measurement and Evaluation of Compliance  
 108 Energy Conservation

**TWI:**  
 100 Civil  
 200 Building Services  
 300 Equipment  
 350 Tanks  
 400 Steel Works  
 450 Piping  
 500 Pipeline  
 550 Electrical  
 600 Instrumentation  
 650 FM-Instrumentation  
 675 Insulation  
 700 Painting  
 750 Operation and Maintenance  
 775 Mechanical Maintenance  
 800 Sewage Works Construction  
 850 Quality Control  
 900 General (Miscellaneous)  
 1000 Services Project

### LEVEL III

#### PROJECT SPECIFIC WORK INSTRUCTIONS

(PSWI)

#### OPERATIONAL CONTROL PROCEDURES

(OCPs)

As Applicable from Company Standard Work Instructions and /or Customer Requirements

*Note: PSWI number shall be assigned as Project or Reference No./ Work Instruction No.*

*Note : The complete list of Work Instructions is given in AWI 101, Attachment 1.*

### INTEGRATED MANAGEMENT SYSTEM DOCUMENTATION HIERARCHY