

## 1. Purpose of this Standard

The purpose of this standard is to ensure that appropriate approval guidelines are established and followed within an organization's Document Management processes.

## 2. Risks of non-compliance

Some of the risks of not having, or not complying with these standards are:

- Information may be distributed without the proper approvals, resulting in action taken on documentation that is not checked and authorized for its intended purpose
- Actions taken on unapproved information may result in harm to the personnel, facility, environment, or reputation of an organization

## 3. Overview

Approvals are an important way to ensure not only that the consumers of the information are assured the content has been reviewed and agreed to by the appropriate individuals for use, but also to ensure that there is adequate management support of the concepts or design.

Typically, there is no formal sign off on files such as digital database files or 3D model files, but if required, a document can be created noting the number and revision (or dated version) of a digital file, with areas for each signatory to sign and date. That document is then controlled as evidence of approval.

An approval matrix should be established for the multiple different groupings of documentation.

Such as:

- Corporate Governance documentation
- Project Documents
- Facility Documents
- Facility Drawings
- Purchase Orders
- Engineering Specifications
- Project Change Orders
- Project Closeouts
- HSE Directives
- Asset Integrity Compliance
- Provincial/Federal Regulatory Compliance, etc.

These can be captured in either standalone matrices, or within the corporate Professional Project Management Practice.

#### 4. Minimum guidelines

The first signatory (full signature, or initials when appropriate) is the person or department lead responsible for the creation of the documentation.

Examples:

- Drafting Lead for Facility Drawings
- Instrument technician for an Instrument Data Sheet
- Department Lead for department Procedures

The second signatory (full signature, or initials when appropriate) is the person who is responsible for the quality of the content.

Examples:

- Discipline Engineer for Engineering Standards
- Instrument Lead for an Instrument Data Sheet
- Departmental specialist or technician for departmental Procedures

The third signatory (full signature, or initials when appropriate) is the person who is accountable and authorized to approve the documentation before publication.

Examples:

- Project Manager for Facility drawings created on a project
- Project Manager for a Data Sheet
- Department Manager or Director for departmental Procedures

All industry governing standards or legal requirements for signatures must always be followed and included into the approvals matrix.

Governing bodies and association's standards must be fully investigated, documented in an organization's corporate governance documentation, and implemented in all processes.

Failure to do so may result in fines and penalties by said bodies and associations.

Even if the industry and legal standards do not require all three levels of signatories, organizations should still follow the above best practices in approvals.

All revisions of all documentation should fall within the jurisdiction of the approvals matrix.