OneSource Solutions Co.

OSC-POL-009 – Document Control Policy

Document Number: OSC-POL-009
Document Title: Document Control Policy
Version: 1.0
Effective Date: 01 August 2026
Classification: Internal & Public (As Applicable)
Prepared By: Protim Neog – Head – Sales & Information Technology
Reviewed By: Alok Poddar, CA – Head – Finance & Document Control Officer
Approved By: Managing Partner
Review Frequency: Annual (12 Months)

1. Purpose

This Document Control Policy establishes a standardized system for the creation, approval, review, revision, distribution, storage, retention, and disposal of company documents. The objective is to ensure that only current, approved, and accurate documents are used throughout OneSource Solutions Co.

2. Scope

This policy applies to all official company documents, including:

- Policies
- Standard Operating Procedures (SOPs)
- Forms
- Purchase Orders
- Quotations
- Contracts
- Customer Documents
- Vendor Documents
- Company Templates
- Digital Records
- Printed Documents

3. Objectives

The objectives of this policy are to:

- Ensure document accuracy.
- Maintain version control.
- Prevent unauthorized modifications.
- Protect confidential information.
- Ensure employees use the latest approved documents.
- Support regulatory and contractual compliance.

4. Document Categories

Controlled Documents

Documents that require formal approval and version control, such as:

- Company Policies
- SOPs
- Official Forms
- Templates
- Quality Documents

Uncontrolled Documents

Documents distributed for reference only. Printed or downloaded copies are considered uncontrolled unless otherwise marked.

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5. Document Numbering

Each controlled document shall have a unique identification number.

Example Format:

- OSC-POL-001 – Terms & Conditions
- OSC-POL-002 – Privacy Policy
- OSC-POL-003 – Return & Refund Policy
- OSC-POL-004 – Shipping & Delivery Policy
- OSC-POL-005 – Quality Assurance Policy
- OSC-POL-006 – Vendor Code of Conduct
- OSC-POL-007 – Sustainability Policy
- OSC-POL-008 – Anti-Bribery & Business Ethics Policy
- OSC-POL-009 – Document Control Policy

6. Document Creation

Every controlled document shall include:

- Company Name
- Document Number
- Document Title
- Version Number
- Effective Date
- Classification
- Prepared By
- Reviewed By
- Approved By
- Revision History

7. Review & Approval

No controlled document shall be issued until it has been reviewed and approved by the designated authority.

Activity	Responsible Person
Preparation	Department Owner
Review	Document Control Officer
Approval	Managing Partner

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8. Version Control

Each revision shall receive a new version number.

Examples:

- Version 1.0 – Initial Release
- Version 1.1 – Minor Update
- Version 2.0 – Major Revision

Only the latest approved version shall be available for operational use.

9. Document Distribution

Controlled documents may be distributed:

- Electronically
- Company Website (Public Documents)
- Email
- Internal Shared Folder
- Printed Copies (when necessary)

Only the latest version shall be distributed.

10. Document Storage

Controlled documents shall be stored securely.

Storage locations may include:

- Company Server
- Secure Cloud Storage
- Company Website
- Approved Backup Systems

Confidential documents shall have restricted access.

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11. Document Retention

Unless otherwise required by law or contract:

Document Type	Minimum Retention
Policies	Until Superseded
Contracts	7 Years
Financial Records	As Required by Law
Vendor Records	7 Years
Customer Documents	7 Years

Expired documents shall be archived or securely destroyed where appropriate.

12. Document Changes

Changes may occur due to:

- Legal Updates
- Business Process Changes
- Organizational Changes
- Customer Requirements
- Supplier Requirements
- Continuous Improvement

All revisions shall be documented in the Revision History section.

13. Responsibilities

Document Control Officer

Alok Poddar, CA
Head – Finance & Document Control Officer

Responsibilities include:

- Maintaining the document register.
- Assigning document numbers.
- Reviewing controlled documents.
- Managing revisions.
- Archiving obsolete documents.
- Ensuring document availability.

Department Owners

Department heads are responsible for:

- Preparing documents.
- Reviewing content.
- Requesting revisions.
- Ensuring compliance.

IT Administration

Protim Neog
Head – Sales & Information Technology

Responsibilities:

- Website document management.
- Digital storage.
- User access management.
- Backup and recovery.
- Information security support.

Operations

Vishwajeet Rathore
Head – Operations

Responsibilities:

- Operational document implementation.
- Distribution of approved operational documents.
- Process compliance.

Grievance Officer

Vinay Jain
Head – Procurement & Supply Chain

Responsible for receiving complaints relating to document accuracy, compliance concerns, or policy interpretation.

14. Confidentiality

Controlled documents shall not be copied, modified, or distributed without proper authorization.

Confidential documents shall be protected against unauthorized access.

15. Non-Compliance

Failure to comply with this policy may result in:

- Withdrawal of obsolete documents
- Corrective actions
- Policy review
- Disciplinary action where appropriate

16. Company Information

OneSource Solutions Co.

Registered Office:

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Reviewed By	Alok Poddar, CA
Approved By	Managing Partner
Next Review Date	01 August 2027

Revision History

Version	Date	Description	Approved By
1.0	01 August 2026	Initial Release	Managing Partner

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