

Proposed Documentation Structure (Recommended Level 1 - 4)

Level 1

Plant Management System (PMS)

(Vision, Philosophy, Document Control, Roles & Responsibilities, Plant Standards)

Level 2 (Four manual as listed below)

- **Manual 01 : Process, Operations & Quality Manual (POQM)**
(Process + Operations + Quality combined)
- **Manual 02 : Maintenance & Reliability Manual (MRM)**
(Maintenance + Lubrication + Reliability + Breakdown Analysis)
- **Manual 03 : Engineering, Utilities & Asset Manual (EUAM)**
(Utilities + Engineering Standards + Equipment Design Information)
- **Manual 04 : Safety, Environment & Compliance Manual (SECM)**
(Safety + EHS + Statutory + Emergency Management)

Level 3 (Supporting Controlled Documents)

- Standard Operating Procedures (SOP)
- Inspection & Maintenance Standards
- One Point Lessons (OPL)
- Standard Work Instructions (SWI)
- Troubleshooting Guides

Level 4 (Operational Records)

- Check Sheets
- Log Books
- Formats
- History Cards
- Calibration Records
- Audit / Break down analysis Sheets

Why We should Prefer This

The proposed **4-Manual Documentation Architecture** is designed to establish a structured, practical, and sustainable management system for the PTP GLT Plant. It eliminates duplication by maintaining equipment and process information at a single source, simplifies document ownership and maintenance, and aligns responsibilities across Operations, Maintenance, Engineering, and EHS functions. The structure is scalable, audit-ready, and supports future plant expansion without requiring major revisions. By adopting this framework, PTP will establish a robust documentation system that reflects industry best practices followed by leading global tobacco manufacturers, while remaining simple, efficient, and practical for day-to-day plant operations.

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