

DOCUMENT CONTROL PROCEDURE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-GOV-PRO-015	00 (Initial Issue)	2026-10-24	[DOCUMENT CONTROL COORDINATOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define how STRAVIK Construction Group creates, identifies, reviews, approves, distributes, revises and retires documented information, in alignment with ISO 9001/14001/45001 Clause 7.5.

2. SCOPE

Applies to all management system documents (manuals, policies, plans, procedures, forms, registers, reports) and to externally originated documents such as contract drawings, specifications and standards.

3. DOCUMENT IDENTIFICATION

Every controlled document carries a unique number and filename in this format:

STV-<Area>-<Type>-<NNN>[suffix]_<Title>_Rev<NN>_<YYYY-MM-DD>.<ext>

Element	Values
Area	GOV Corporate & Governance · LEG Client, Legal & Compliance · HSE Health & Safety · ENV Environmental · HRM Human Resources · OPS Operations · QMS Quality · CIP Continuous Improvement
Type	MAN Manual · POL Policy · PLN Plan · PRO Procedure · MTX Matrix · FRM Form · REG Register/Log · RPT Report · CHT Chart
Number	Three-digit sequence; letter suffix (A, B) for forms/registers belonging to a parent procedure
Revision	Rev00 = initial issue; incremented by one for each approved change
Date	Effective date in ISO 8601 format (YYYY-MM-DD)

Each document shows the number, revision, effective date and page X of Y in its header, and contains a revision history and approval block.

4. CREATION, REVIEW & APPROVAL

- The document owner drafts the document using the approved STRAVIK template.
- A reviewer verifies technical content and consistency with related documents.
- The President, or delegate named in the Master Document List, approves before issue.
- The Document Control Coordinator assigns the number, updates the Master Document List (STV-GOV-REG-000) and publishes the document.

5. DISTRIBUTION & ACCESS

- The controlled copy is the electronic version in the document management system ([DOCUMENT MANAGEMENT SYSTEM]).
- Printed or downloaded copies are uncontrolled and must be verified against the Master Document List before use.
- Access permissions are role-based; confidential records are restricted.

6. REVISION

- Changes are requested through the document owner, reviewed and approved by the same functions as the original.
- Changes are summarized in the revision history; the revision number and effective date are updated.
- Superseded versions are withdrawn from use, marked SUPERSEDED and archived.

7. EXTERNAL DOCUMENTS

Externally originated documents (drawings, specifications, codes, client standards) are logged in the transmittal log (STV-OPS-REG-007A) with their revision, and their current status is verified before use.

8. RECORDS

Records are retained per the retention schedule in STV-GOV-POL-011, protected from loss, unauthorized change and deterioration, and disposed of securely at the end of the retention period.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.