Document & Records Management

Aim

The aims of this procedure are:

- to define how the Management System of the Organisation is documented and system records are maintained.
- to ensure that records that verify Work, Health & Safety, Environmental and Quality activities of the Organisation are collected and maintained for a suitable period.

Scope

This procedure applies to:

- the development, distribution, control and continuous improvement activities related to all management system documentation.
- the identification, collection, indexing, accessing, filing, storage, maintenance and disposal of environmental records.

Documentation

Responsibility

Management	Policies
Management Representative	Management System (with Management Approval), Procedures, Work Instructions, Forms.
Managers & Supervisors	Operational Plans (in consultation with Management Representative)

Method

Policies

The Management of the Organisation are responsible for defining the Environmental Policy which is a statement of the company's commitment to safeguarding the environment that could be affected by the company's activities, products or services. The company must commit itself to prevent pollution and observe relevant legislation, a commitment to continual improvement and setting environmental objectives and targets.

The Environmental Policy will state our environmental objectives and targets that will be in line with other strategies and objectives for management of the company as a strong, vital organisation. The Environmental Policy will be distributed throughout the organisation, displayed at prominent locations and we will ensure that all staff are aware of its aims through environmental awareness training. The policy will be reviewed annually by the Directors to ensure that it continues to be relevant and effective.

Manuals

The Management System Manual is prepared by the Management Representative and is issued with the approval of the Director/s. It is a controlled document.The Manual is an overview of what we will do to meet the requirements of ISO0991:2015 & ISO 14001: 2015 and lists which procedures within our system are relevant to each section of the standard.

Procedures

Our Procedures are prepared and issued by the Management Representative in consultation with managers/supervisors and are controlled documents. Procedures describe in detail how we will satisfy the

requirements of SIO9001:2015 & ISO 14001: 2015 and they will include an aim, scope, responsibilities, method and records. Procedures may be reviewed at any time to reflect a change in circumstances or improvements to the system, but in any case they will be reviewed annually.

Work Instructions/Forms

Work Instructions and Forms are prepared and issued by the Management Representative in conjunction with managers/supervisors. They detail the necessary steps for each environmental-related activity in logical sequence so that the activities can be consistently repeated to the standard required in the procedures. Work Instructions will include an aim, scope, list of references, responsibilities, method and records. Work Instructions and Forms will be reviewed and updated as necessary to reflect changing circumstances in order to accurately describe each task.

Document Control

Scope

This procedure applies to controlled documents (including data) in the environmental system, including:

- Environmental Manual (Environmental System Document)
- Procedures (Environmental System Document)
- Environmental Work Instructions and Forms (Environmental System Document)
- Environmental Plans (Environmental System Document)
- International and local standards (External Document)
- Government regulations (External Document)
- Equipment operating manuals (External Document)
- Design drawings, layout plans and manufacturing drawings (External Document)

Responsibility

Management Representative - Issuing documentation, maintaining master list.

Method

Internal Documents

The internal environmental documents listed above will be marked with a title, document owner, revision number and date of issue.

External Documents

The external environmental documents listed in the scope above will be identified by the Organisation with a title, revision number (or some other means of determining revision status) and date of issue.

Issuing Documents

All Environmental System Documents, as nominated above, are stored electronically. Access to the Environmental System Documents folder is controlled by the network security system. With the exception of the Management Representative all access is read only. All hard copies are defined as uncontrolled.

Copies of environmental documents may be issued to persons outside the company with the Management Representative's approval.

Control of Records

The system maintains a Master List of documents the revision number and the date issued.

Electronic Data

Documents and data kept in electronic form will be backed-up regularly.

Version Control

System software displays the current version of all System documents.

A record of revisions is included within each document.

Control of Records

Responsibility

Management Representative - Determination of suitable retention periods

Method

Among others, the system records include following:

- Management Review results;
- Legal compliance records;
- Internal audit results;
- Hazard reports & Risk Assessments;
- Records of meetings;
- Records of communication with interested parties;
- Incident reports including records of emergency response;
- Inspection, maintenance and calibration records;
- Contractor & supplier records;
- Process monitoring records;
- Staff training and performance records;

General

Records (both hard copy and electronic media) are identified, collected, indexed and filed as required by the relevant procedure and or process.

Access to records is controlled by personnel defined in the relevant procedure with specific details recorded in the records register.

As a default, all other records are managed by the Management Representative.

Indexing, Accessing, Filing, Storage and Maintenance

Records listed above will generally make reference to the Management System and be filed with other documents relating to that section of the System. All documents are stored electronically

Disposal of Records

Electronically stored documents are retained indefinitely. Unless otherwise stated, the minimum retention period for all records is seven years.

The system software maintains a Master List which states the minimum period that documents must be retained before they may be destroyed.

Specific system records, including storage location and retention period, are maintained.

Records that are retained for legal and business purposes must not be destroyed without the approval of the Company Secretary.