

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
ADMINISTRATION, DOCUMENT
AND RECORD MANAGEMENT**

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1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to provide methods for the administration, development and maintenance of documents, in accordance with the applicable requirements and guidance of:

- AS/NZS ISO 9001, *Quality Management Systems – Requirements*.
- AS/NZS ISO 14001, *Environmental Management Systems - Requirements with Guidance for Use*.
- AS/NZS ISO 45001, *Occupational Health and Safety Management Systems - Requirements with Guidance for Use*.

3. SCOPE

This procedure applies to the requirements for document control relating to the HSEQ management system applied at Insert Your Company. It shall be controlled by all personnel (where appropriate).

Documents controlled by this procedure include, but are not limited to:

- The HSEQ management manual.
- Documented information.
- Operational procedures, reports and forms.
- Management review minutes.
- Specifications and drawings.
- Internal and external communications.
- Emails.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Documentation, statements, records and may also include photographs.
Document	Any document, record or other information which is necessary for the operation of processes or is required by the HSEQ management system. It can include photographs, diagrams, videos, process maps, procedures and can be on any medium, i.e. paper or electronic.
Employee	In relation to an employee, has the same meaning as it has in the Privacy Act 1988 of the Commonwealth.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Record	Document(s) stating results achieved or providing evidence of activities performed.

Term	Definition
Uncontrolled Document	An informal copy of a document for which no attempt is made to update it after distribution.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that the HSEQ management system provides an appropriate mechanism for record management and ensuring that this mechanism is applied.
- The identification and collection of records and for the regular review and disposal of records, as appropriate.

Supervisors are responsible for:

- Ensuring that this procedure is implemented in the area of responsibility and accountability.
- Assisting management with the maintenance of records.

Workers are responsible for:

- Completing and signing documents as required, indicating position and area of responsibility and submitting a copy to their supervisor and/or manager upon request.

6. PROCEDURES

6.1. Document and Record Management Process Overview

In general, record management defines the requirements for the identification, storage, security, recovery, retention time of records.

Insert Your Company documents and records are to be current, sufficiently comprehensive, ensure their effectiveness and efficiency and issued by an authorized person that:

- Documents are readily located, remain legible and dated.
- Documents are periodically reviewed, revised as necessary and approved for issue by the document controller(s) prior to issue.
- Current versions of documents are available at all relevant locations.
- Obsolete documents and data are promptly removed and assured against unattended use.
- Archival documents and data are identified and retained for legal and/or knowledge management purposes.