

**ENVIRONMENTAL MANAGEMENT  
PROCEDURE FOR  
ADMINISTRATION, DOCUMENT  
AND RECORD MANAGEMENT**

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## 1. APPROVAL

[illegible]

## 2. PURPOSE

The purpose of this procedure is to provide methods for the administration, development and maintenance of documents, in accordance with applicable requirements, AS/NZS ISO 14001 *Environmental Management Systems*, auditing and continuous improvement processes.

## 3. SCOPE

This procedure applies to the requirements for document control in relation to the environmental management system applied at Insert Your Company and is to be followed by all personnel (where appropriate).

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

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

## 4. TERMS AND DEFINITIONS

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

### **Supervisors** are responsible for:

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

### **Workers** are responsible for:

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

## 6. PROCEDURES

### 6.1. Document and Record Management Process

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

Insert Your Company Documents. Records are to be current, sufficiently comprehensive and their creation, storage and efficiency and issued by an authoritative source to ensure the integrity of the records.

- Documents can be read, copied, remain legible and dated.
- Documents are periodically reviewed, revised as necessary and approved for adequacy by the document controller(s) before issue.
- Copies of documents are available at all relevant locations.

Records and data are promptly removed and assured against loss.

Records and data are identified and retained for legal and/or management purposes.