HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR ADMINISTRATION, DOCUMENT AND RECORD MANAGEMENT
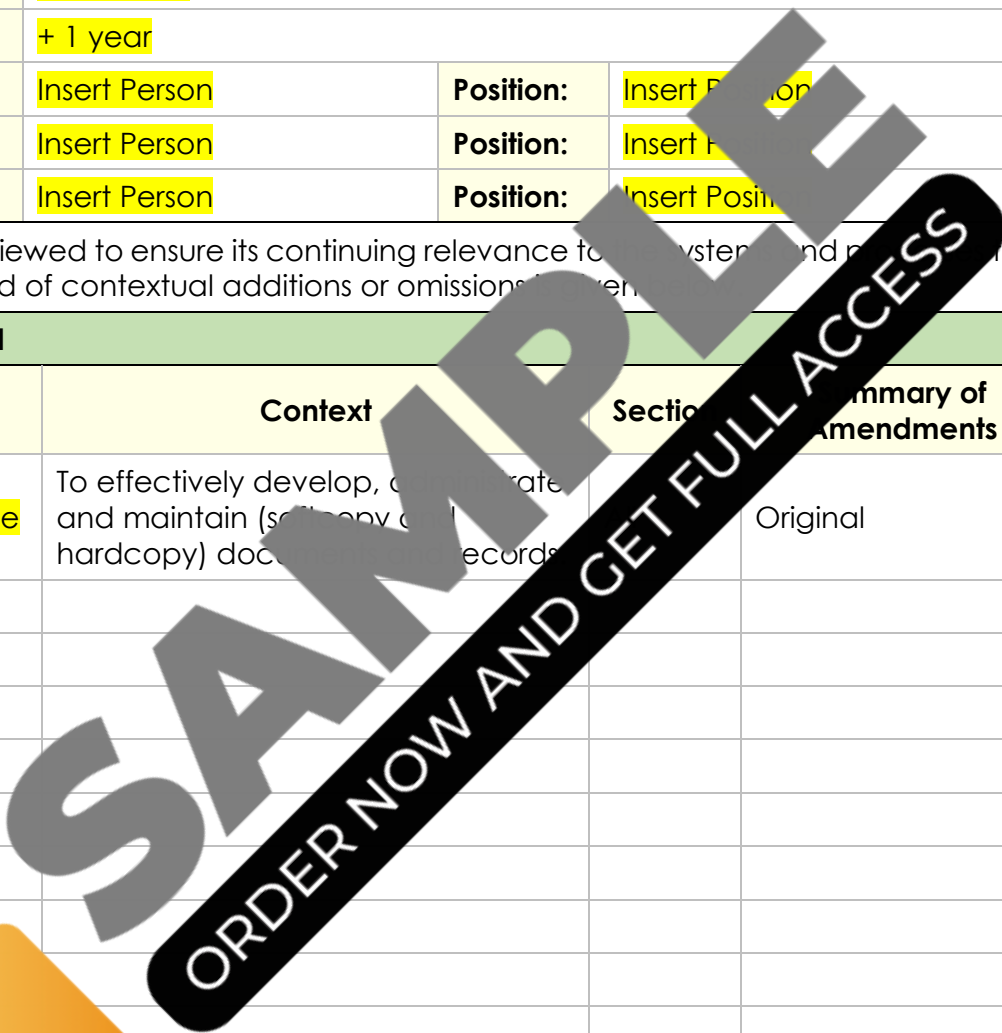
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1. APPROVAL

Document Control	
Document:	HSEQ-MP-7 – Administration, Document and Record Management
Version:	1.0
Released:	Insert Date
Review Date:	+ 1 year

Prepared By:	Insert Person	**Position:**	Insert Position
Reviewed By:	Insert Person	**Position:**	Insert Position
Approved By:	Insert Person	**Position:**	Insert Position

This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given below.

Amendment Record				
Version	**Date**	**Context**	**Section**	**Summary of Amendments**
1.0	Insert Date	To effectively develop, communicate and maintain (softcopy and hardcopy) documents and records		Original

The latest revision of this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Administration, Document and Record Management		**Rev:**	1.0
Uncontrolled Copy:	✔	**Controlled Copy:** ✔	**Date:**	Insert Date

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:

- *ISO 9001, Quality Management Systems – Requirements.*
- *ISO 14001, Environmental Management Systems - Requirements with Guidance for Use.*
- *ISO 45001, Occupational Health and Safety Management System 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 and is to be [used] 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 audits.
- Emails.

4. **TERMS AND DEFINITIONS**

Term	Definition
Audit Evidence	Documentation, statements, records and may also include physical items.
Documented Information	A 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 Record	In relation to an employee, has the same meaning as it has in insert your locations Privacy Legislation.
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.