

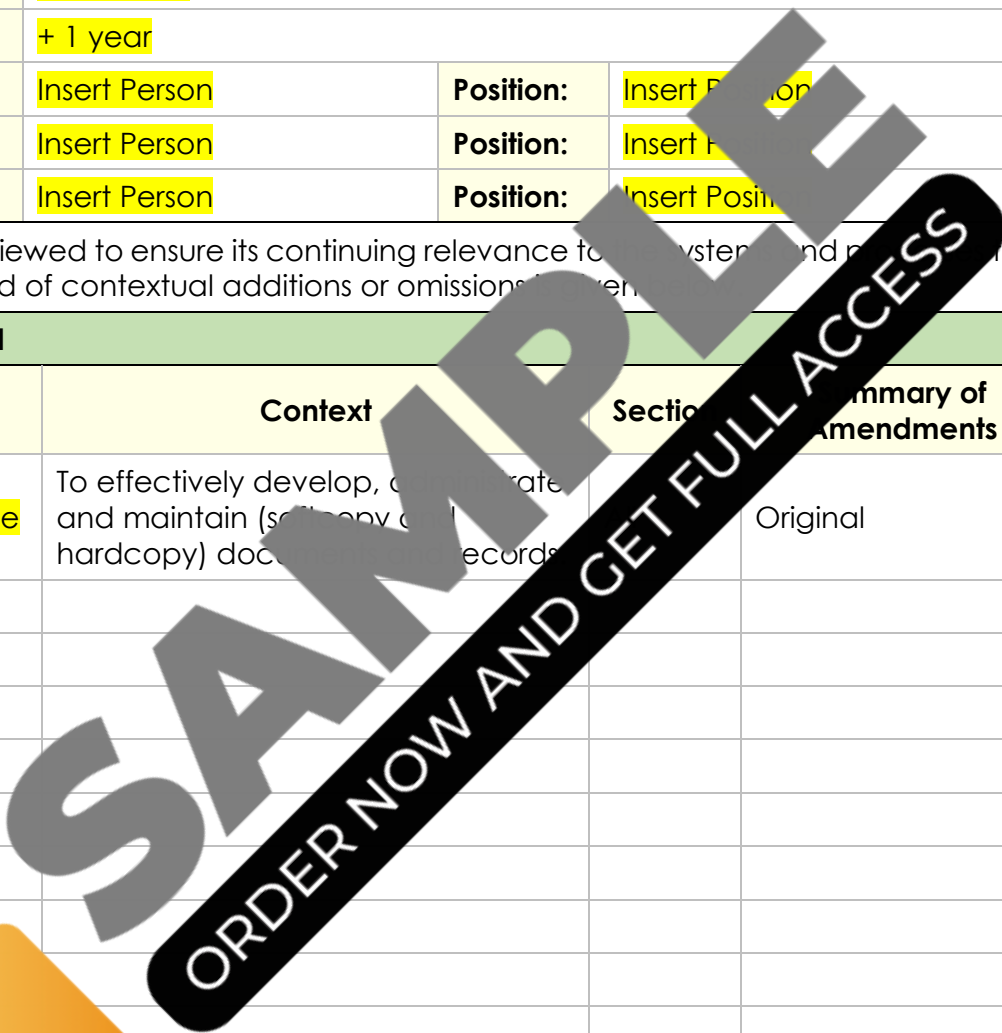
**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
ADMINISTRATION, DOCUMENT
AND RECORD MANAGEMENT**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	5
6. PROCEDURES	5
6.1. Document and Record Management Process Overview	5
6.1.1. Document and Record Management Process Activity Map	5
6.2. Record Management	6
6.3. Correspondence Protocol	7
6.3.1. Letter Templates	7
6.4. Emails	7
6.4.1. Email Use.....	8
6.5. Traceability, Storage and Availability.....	8
6.5.1. Organizing Files by Date.....	8
6.6. Electronic Records.....	8
6.7. Document Control.....	9
6.8. External Origin Documents.....	9
6.9. Storage and Retention.....	9
6.9.1. General Retention Periods.....	13
6.10. Disposal Authority.....	13
6.11. Information Technology.....	14
6.11.1. Security.....	14
6.11.2. Access Control.....	14
6.11.3. Data Backup	14
6.11.4. Maintenance of Individual Computers.....	14
6.11.5. Maintenance of Workstations by Users.....	14
6.11.6. Malicious Virus Control.....	14
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	15
8. REVIEW CRITERIA	15
9. RECORD MANAGEMENT	15
10. REFERENCES	15

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 systems and processes that it describes. A record of contextual additions or omissions to the original version is maintained.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To effectively develop, create and maintain (software 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:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> 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 documents that control the HSEQ management system applied at **Insert Your Company** and 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 documents.
- Emails.

4. TERMS AND DEFINITIONS

Term	Definition
Audit Evidence	Documentation, statements, records and may also include physical items.
Information	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 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.