



CONTROL OF RECORDS PROCEDURE

Pro. No.	JAS-OHSMS-07
REV.	00

CONTROL OF RECORDS PROCEDURE JAS-OHSMS-07

PREPARED BY	APPROVED BY
<u>Management Representative</u> <i>Ali Muntaz</i>	<u>Chief Executive Officer</u> <i>R. Zahid Iqbal Khan</i>
Date: <i>09/01/2017</i> <i>Jawad Iqbal</i>	Date: <i>[Signature]</i>

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AMENDMENT RECORD			
Revision #	Date	Pages affected	Details of Amendment
00	08-01-2017	N/A	N/A

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1.0 PURPOSE:

The purpose of this procedure is to detail the methods, by which OHSMS Records are identified, collected, indexed, accessed, maintained, filed, stored, and disposed off.

2.0 SCOPE:

This procedure applies to all records, hard copies as well as soft copies, required for the operational needs of the organization and affect the Occupational Health and Safety Management System as per the International standard OHSAS 18001:2007.

3.0 TERMS & DEFINITIONS

MR	Management Representative
PD	Project Director
OHSMS	Occupational Health and Safety Management System
Records	Documents which provide information necessary for the effective implementation for OHSMS OR Objective evidence of conformance and compliance of requirements.

4.0 REFERENCES

OHSAS 18001:2007 *Clause 4.5.4*

5.0 RESPONSIBILITIES

5.1 MR

- 5.1.1 Responsible to take data back
- 5.1.2 Responsible to assign the departmental code and review effectiveness of the index system, periodically.

5.2 All Staff

- 5.2.1 Responsible to maintain the records related to them as per this procedure

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6.0 PROCEDURE

6.1 INCOMING & OUT GOING CORRESPONDENCE

- 6.1.1 All the incoming documents in the organization must be stamped **"Received"** showing clearly the date of receipt and signed by the person who received it.
- 6.1.2 All incoming documents through fax must be stamped **"Fax in"** with date.
- 6.1.3 All outgoing documents through Fax must be clearly stamped **"Faxed"** with date.
- 6.1.4 Any document containing information to be entered in computer must be stamped **"logged"** with date, and then kept in the records as per the procedure.
- 6.1.5 These logs of records and data are to be made available to all the staff by sharing this information on networking in allocated folders.

6.2 STORAGE OF RECORDS

- 6.2.1 OHSMS records are to be stored in files, which have labels specifying the records inside and an index on the front page which details the contents of this in a way to access it easily.
- 6.2.2 OHSMS records of each department are collected, indexed and filed by responsible person, are to be stored in such a way as to protect them from loss, damage, deterioration and it shall enable easy retrieval of such records.
- 6.2.3 All personnel are responsible to store and maintain the OHSMS records which are identified in the relevant procedure.
- 6.2.4 Where agreed contractually, OHSMS records shall be made available for evaluation by the client / client's representative, auditors or the local authority, with the approval of the MR.
- 6.2.5 Any pertinent OHSMS records from the suppliers are an element of these records.
- 6.2.6 OHSMS Records from external parties such as suppliers / clients are to be maintained in the same manner as internal records by the relevant person according to the applicable procedure.

6.3

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6.3 RETENTION & DISPOSAL OF DOCUMENT

- 6.3.1 OHSMS records are reviewed, which are maintained or exceeded, more than one year or according the retention period, to take a decision to dispose them off or to keep them for another period.
- 6.3.2 The OHSMS records retention period are established and recorded on each concerned document.
- 6.3.3 All OHSMS records shall be disposed off after the expiration of their specified retention time by person responsible for maintenance of such records. Some may be retained for reference or any another reasons.
- 6.3.4 MR is responsible for disposing off the documents by sending them for recycling.
- 6.3.5 MR is responsible for maintaining the soft copies and disposal of soft copies of the documents.

6.4 CONTROL OF SOFT COPIES AND BACK-UP

- 6.7.1 As per the document index system, soft copies of documents are also maintained by all concerned persons.
- 6.7.2 Every Thursday backups are taken for all log files and data available on networking by different departments, and these backups are maintained by MR. and the same is recorded on the data backup sheet, **Form # JAS-FM-OHSMS-07-01.**
- 6.7.3 All employees are instructed to virus check before using any portable drive brought outside the company.

7 APPENDICES

CODE	DESCRIPTION	RETENTION	HOLDER
JAS-FM-OHSMS-07-01	Data backup sheet	05 years	Safety Dept.

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LIST OF DOCUMENTS OF EXTERNAL ORIGIN

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Approved by:

Signature

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