SAFESPEAR
THE SHARP END OF SAFETY

**Identification**

Each Safespear document shall have its own unique title for identification purposes and controlled documents shall have the revision status included.

On instances where external documents are required to be utilised, the latest version of the relevant document is checked online. Safespear utilise a number of resources including the HSE website and Certification Bodies' websites to verify standards and documentation of a legislative or industry nature.

Master Document Register

**Storage**

SSafespears Management System exists in a predominantly electronic format which is controlled by various permission settings and back-ups. All controlled documents are held on SharePoint.

All other copies (electronic or hard copy) are considered uncontrolled, unless stated.

IT Back Ups
SharePoint

**Review**

Management System Documentation shall be reviewed on a regular basis (minimum 3 yearly) to ensure status and content is accurate and current. Additional reviews may be prompted in the following circumstances:

- As part of the Internal Audit Programme
- Changes in Legislative and/or Other Requirements relevant to Safespear
- Significant incidents within the Group, on client sites, or within relevant industries
- Significant changes in technology, personnel, equipment, process
- Annual approval of the Major Emergency Response Procedure as per Opito MER Requirements A.6.1.

Management Review Process
Audit Schedule

**Approval**

All documentation (new or revision to existing) goes through technical and management approval via SharePoint prior to becoming a live document. A person creating a document cannot be responsible for reviewing and approving the same document.

A list of authorised technical and management approvers is held within SharePoint and the system sends automatic notifications as documents are due for review / approval.

Complete Document Change Request Form

**Revisions**

All revisions made to Management System documentation are recorded on the Master Document Register.

The superseded file shall then be moved to archive. Only the current revision is available to workers at any time via SharePoint. Superseded versions and history of changes are logged in SharePoint.

Master Document Register
SharePoint

**Archive**

All superseded documentation shall be stored in the electronic archive for reference. Only Department Heads have the permission to resurrect files from the archive.

**Communication of Changes**

It is the responsibility of Department Heads to communicate any new or revised documentation to relevant workers.

In addition, a periodic email will be sent out to all personnel with information on recent document changes / additions.

**Disposal**

All Management System documentation that Safespear requires to be destroyed shall be done so in a formal and permanent manner and must have the express consent of the Department Head.

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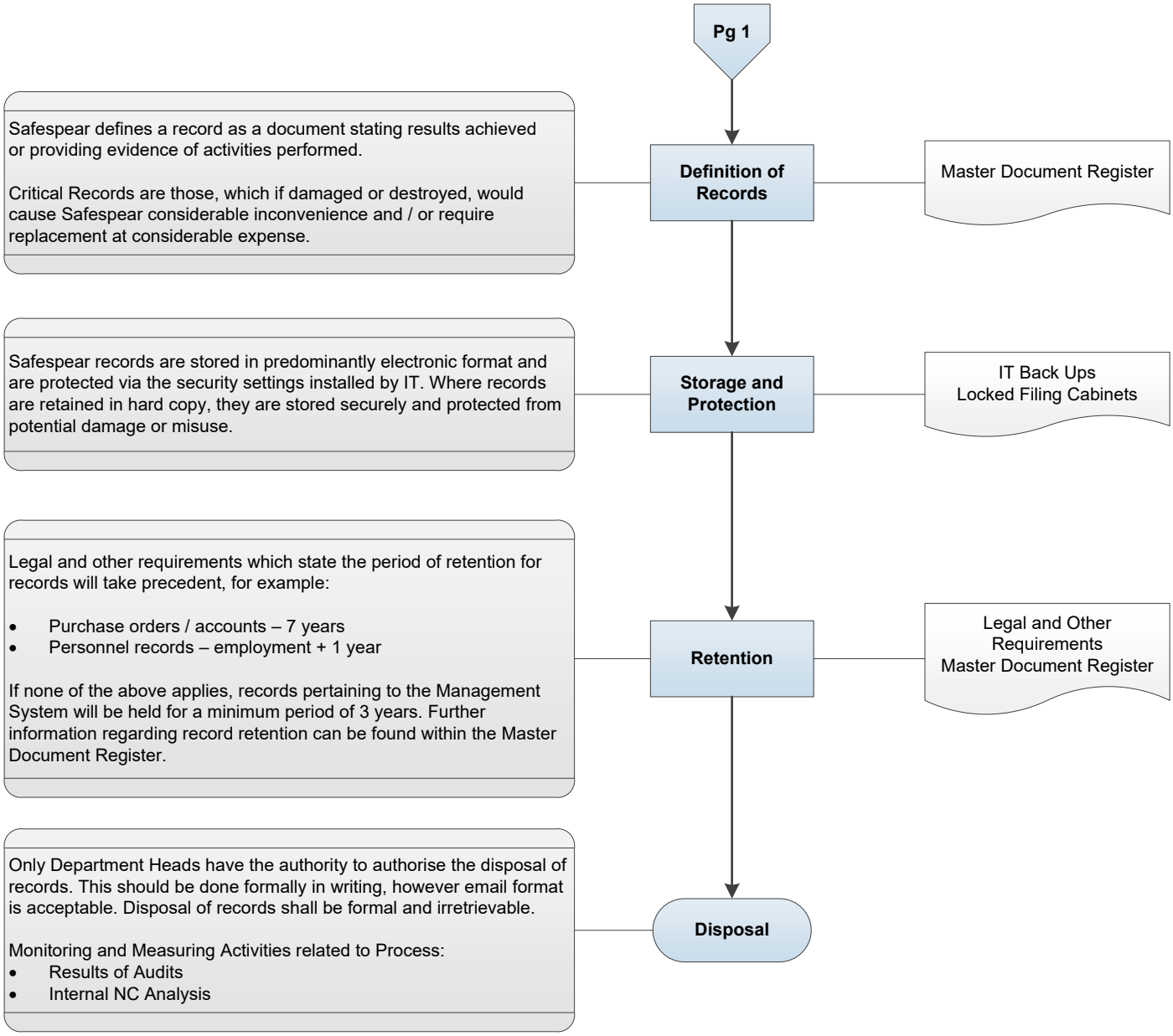
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Safespear defines a record as a document stating results achieved or providing evidence of activities performed.
Critical Records are those, which if damaged or destroyed, would cause Safespear considerable inconvenience and / or require replacement at considerable expense.
Definition of Records
Master Document Register
Safespear records are stored in predominantly electronic format and are protected via the security settings installed by IT. Where records are retained in hard copy, they are stored securely and protected from potential damage or misuse.
Storage and Protection
IT Back Ups
Locked Filing Cabinets
Legal and other requirements which state the period of retention for records will take precedent, for example:
• Purchase orders / accounts – 7 years
• Personnel records – employment + 1 year
If none of the above applies, records pertaining to the Management System will be held for a minimum period of 3 years. Further information regarding record retention can be found within the Master Document Register.
Retention
Legal and Other Requirements
Master Document Register
Only Department Heads have the authority to authorise the disposal of records. This should be done formally in writing, however email format is acceptable. Disposal of records shall be formal and irretrievable.
Monitoring and Measuring Activities related to Process:
• Results of Audits
• Internal NC Analysis
Disposal