Contents

Change History			
Date	**Issue**	**Approved**	**Reason for Amendment**
20/12/2013	1	SN	First issue.
11/09/2015	2	SN	Amended procedure to reflect findings in audit process.
07/03/2017	3	CH	Amend procedure to reflect findings in the recent audit process.
23/02/2018	4	CH	Amended procedure due to changes in ISO. Management Representative is no longer a position used and needs to be updated to "Assistant Operations Manager".
16/04/2019	5	CH	Amended procedure based on findings from the 15-04-19 Internal Audit carried out by Fergus McManus.

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Page 1 of 5

1. Purpose

This procedure defines the process Goody Demolition uses to ensure that documents and data related to the management system are controlled. Compliance with this procedure will assure that current, accurate documentation is available where needed to prevent unintended or incorrect actions, and that quality, environmental and Health and Safety related records are properly controlled and readily retrievable.

2. Scope

This procedure applies to all documents and records directly related to the activities of Goody Demolition and the management system.

3. Responsibility

The Assistant Operations Manager is responsible for the implementation of this procedure.

The document owner, as defined in the Planning Workbook, is responsible for ensuring their documents are up-to-date, accurate and requirements are communicated to all relevant staff.

4. References

- MS Planning Workbook

5. Definitions

MS Planning Workbook: A spreadsheet designed to maintain lists of documents and records associated with the management system

Procedures: System level documents that span multiple activities or departments.

Work Instruction Sheets / Safe Systems of Work: Documents that address the control of specific activities or unique jobs.

Forms/Templates: Documents that provide instructions and evidence of activities and may become records after completion.

Records: Demonstrate the conformance to specified requirements. Records indicate information and compliance with the management system and regulatory requirements.

Method Statements: Documents which detail the site specific details and methodology of how to carry out the works.

Risk Assessments: Documents which detail the site specific hazards / risks and control measures which are in placed to adequately reduce / control / remove the hazard / risk.

6. General

6.1. The process for document preparation, distribution and control is shown in the flowchart in section 13.

6.2. Electronic document control through the company computer system is the primary method of controlling internal documents. The documents shall be saved within the relevant folders and added to the MS Planning Workbook within the Master Document list. Hard copies are made available to staff that do not have access to the computer system.

6.3. Document protection is achieved by allocating appropriate access rights within the computer system.

6.4. Copies printed out are only valid on the day of printing, unless verified against the latest issue on the server. Hard copies are issued and controlled by the Assistant Operations Manager.

6.5. Managers/Supervisors or process owners are responsible for the documents related to their area of responsibility. Any changes that are required as a result of a document review will be submitted to the Assistant Operations Manager who will update the Master copy on the server.

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Page 2 of 5

7. Identification of Documents

7.1. Documents shall be identified by a unique name, number or both and contain the company name/logo, issue status, date of issue and a change history section where appropriate.

7.2. The following naming convention for procedures shall apply.

- MSP   Top level procedures (Management System Procedure)
- G   2nd Level procedures (Method Statements)
- DEM   2nd Level procedure (Risk Assessments)

For example: MSP 002 Issue 1 Document and Record Control, G2273 – Albion House, Dem064 UseofQuickHitch.

7.3. Forms shall be named using the 3 letter code MSF (Management System Form), followed by a number, title and issue status. For example: MSF 101 iss 1 Contract Pre-start meeting form.

8. Document Preparation

8.1. Documents may be in any appropriate format and the author shall contact the Assistant Operations Manager to discuss the proposal.

8.2. The document shall be drafted by the author and then forwarded to the Assistant Operations Manager who shall consult with the process owner and those affected to review and approve the document.

8.3. If approved, the document shall be assigned a unique number using the name convention in 7.2, the initials of the document approver added to the change history and then stored in a folder which uses MS Access Control and then uploaded to the server following the requirements of 6.2.

9. Review of Documents & Updates

9.1. Documents shall be reviewed as part of the internal audit process or after the identification of a non-conformity or opportunity for improvement.

9.2. Updates to procedures shall be communicated to the relevant staff through the following methods:

- The document change history, if applicable (summary of the changes)
- An email or electronic message sent to alert users
- Meetings
- Revisions identified in text by font colour or appropriate method
- Training

9.3. The details of the update shall be recorded in the change history of the document where appropriate.

9.4. Previous issues of documents shall be retained electronically as history in an archive folder.

10. Document Removal

10.1. Controlled documents may become obsolete with the elimination and/or update of a procedure. The Assistant Operations Manager shall ensure that the document is moved to an archive folder to prevent inadvertent changes. This prevents the use of any obsolete documents from unintentional use.

11. External Documents

11.1. Documents of external origin such as local regulations and permits shall be controlled by the person responsible for that part of the business. Local regulations and permits shall be maintained electronically. The above identification and numbering does not apply to documents of external origin. The responsible person shall ensure that the external documents are of the correct revision level and are properly controlled to ensure against the use of obsolete documents. Hard copy documentation is only maintained if it is not possible to store them electronically.

12. Records

12.1. Records shall be maintained electronically wherever practicable and shall be access controlled where required to prevent unintended access i.e. HR records.

12.2. Where more detail on the retention of records is required, this is provided within the MS Planning Workbook.

12.3. Storage of records may be electronic or through the storage of hard copies. In general the following minimum retention guidelines apply, unless superseded by regulatory requirements:

• Management System Records (audits, management review minutes, NCRs, Customer Satisfaction, Complaints)	3 years
• Training Records	Time of employment plus 6 calendar year
• Environmental Regulatory records (unless otherwise stated)	3 years
• Monitoring Data	2 years
• Financial Records (Purchase records, sales orders, invoices etc.)	7 years
• Calibration & Maintenance Records	Lifetime of equipment plus 3 calendar year

12.4. Each record owner shall determine the actual retention time for the record based on its need and not to conflict with any regulatory requirements.

12.5. Records maintained electronically and are backed up in accordance with MSP 014

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Page 4 of 5

13. Document Control Flowchart

Who

```
                              New document identified
                                      │
                                      ▼
Subject Matter Expert ◄───────── Draft document ──────── Draft Document
                                      │
                                      ▼
Assistant Operations ◄────────── Review document
Manager/Process Owner                 │
                                      ▼
                    No ◄────────── < Correct >
                                      │ Yes
                                      ▼
Assistant Operations ◄────── Approve document & ──────── Final Document
Manager/Process Owner        prepare for issue (initial
                             and password if req'd)
                                      │
                                      ▼                    Master Copy
Assistant Operations ◄────── Update MS Planning ───── MS Planning
Manager                      Workbook & Server         Workbook
                                      │
                                      ▼
Assistant Operations ◄────── < Is it also a
Manager/Process Owner            record? >
                                      │ Yes
                       No             ▼
Assistant Operations ◄────── Assign retention time,
Manager/Process Owner        storage and responsibility
                                      │
                                      ▼
Assistant Operations ◄────── Issue and distribute
Manager/Process Owner        document
                                      │
                                      ▼
Assistant Operations ◄────── Maintain document
Manager/Process Owner                 │
                                      ▼
                    Yes ◄────── < Amendment to the
                                     document >
                                      │ No
                                      ▼
                            < Obsolete or record? > ── No
                                      │ Yes
                                      ▼
Assistant Operations ◄────── Control as per MS
Manager/Process Owner        Planning Workbook
                             (Archive/destroy)
```