

QMS Procedure

7.5. Documented Information

1. Purpose

This procedure establishes a process for the update, review, approval, distribution, and implementation of documents that describe and control the EQMS (Environmental Quality Management System).

2. Scope

This procedure details the methods used to control EQMS (Environmental Quality Management System) Documents.

3. Reference

BS EN ISO 14001

Clause 7.5.2 and 7.5.3

EN BS ISO 9001

Clause 7.5.2 and 7.5.3 and 7.5.3.2

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4. Controlled Documents

Printed documents are controlled with the footer of the document, they are marked with the revision number, the revision date, the page number and the total number of pages (as per the bottom of this page).

Uncontrolled documents may exist for illustrative or external purposes only.

Blank forms and checklists are controlled as above with revision numbers and dates in the footer.

Completed forms are filed and retained for the period defined in the procedure that generates them.

Drawings used for EQMS (Environmental Quality Management System) system purposes are controlled where practicable.

5. Update and Change Control

Requests to change any documents are agreed upon by the department manager who then initiates a Document Change Request with the HSQE Manager (or HSQE Advisor in the absence of the Manager).

Changed documents are published by the HSQE Department with revision number and date onto the HSQE Database as a PDF.

6. Review and Approval

All controlled documents are approved prior to issue.

The HSQE Team or designee is responsible for the review and approval of changes to documents and the subsequent removal of obsolete controlled documents from all points of use.

Forms are available as open documents for distribution and use.

Obsolete and superseded documents are removed from the HSQE Intranet and are available on a restricted server archive.

7. Change Communication

The HSQE Department and Line/Supervisors Managers are responsible for ensuring that changes to controlled documents are understood and communicated to the employees.

8. Distribution

Document distribution is determined by the HSQE Department or designee and distribution lists are maintained by the HSQE Department or designee.

Document distribution may be controlled or uncontrolled.

The HSQE Department or designee is responsible for the distribution of new and revised procedures and work instructions.

9. Storage and Preservation

All documented information is available at all times to employees on the HSQE Intranet page in PDF. Documents are stored on our computer servers with daily backups.

10. Technical Data

Technical data for J & E Hall International's equipment is held at the offices of J & E Hall International on the intranet in PDF.

11. Documentation Retention

Records are retained per the minimum requirements specified in Appendix A – Records Retention unless otherwise specified by the Customer order.

The HSQE Team are responsible for ensuring that Records are stored in a manner that prevents damage or degradation of the records.

In addition, the records shall be controlled in a manner that allows the records to be easily located and not lost due to lack of organization.

Appendix A – Records Retention

The following list, which is not exhaustive, can be regarded as records, these records will be kept for 6 years:

- Management review meeting minutes and records;
- External audit reports;
- Internal audit reports and notes;
- Calibration records;
- Supplier Non-Conformity reports;
- Customer complaints;
- Document issue lists;
- Training records;
- Supplier monitoring, meeting minutes and records;
- Quality plans;
- Goods received documentation;
- Maintenance Records.

Appendix B – Legal and Records

Documents must be retained as defined in the contract and in some cases 25 years or more.

The following must be kept:

- All correspondence and notes to and from the Customer, their Engineer, Consultants etc.;
- All Invoices and Claims;
- Purchase Orders;
- All Test Certificates*;
- Certificates of Conformity*;
- All Material Certificates/Data Dossiers, etc.*;
- Hand-Over Certificate*;
- All Delivery/Advice Notes;
- Customer's Order/Instructions to Proceed, etc.;
- Commissioning Reports*;
- Health and Safety File*;
- Design Calculations*;
- Conformity Assessment*;
- Insurance Certificates;
- Ministry of Defence Documents.

NOTE: Items marked * form part of a Technical File.

To conform to the Data Protection, Act all documents for disposal will be shredded.

Document disposal should be an annual process and records kept of which documents are shredded.