



Plastica Ltd

Document Control and Records

(ISO 14001:2015, Clause 7.5, ISO 45001:2018, Clause 7.5)

Creation Date: 15/05/23

Reviewed On: 21/05/24 (No changes)

Version: 1

HS&E 31

1.0 Introduction

To demonstrate that Plastica Ltd's stated objectives have been satisfied, a detailed system of control for management system documentation and records needs to be maintained.

2.0 Scope

Plastica Ltd will produce and maintain adequate documentation to detail the requirements of the integrated management system and to ensure that the requirements of the customer can be satisfied. Adequate records must be maintained for this purpose.

This procedure also applies to all records generated under the other procedures in the integrated management system.

3.0 Responsibility

It is the responsibility of senior management to ensure that:

- a. The Integrated Management System is adequately documented;
- b. Documents are properly controlled and approved and are readily available to those personnel that need to use them;
- c. Sufficient records (electronic or hard copy) are maintained and these are legible and readily found.

4.0 Procedure

4.1 Document and Data Control

- 4.1.1 All integrated manual documentation must carry a unique identification number, an issue number and the date from which the document becomes effective.
- 4.1.2 Documents must be formally approved for use.
- 4.1.3 Other documents must be clearly identified by their title or other reference, traceable from the document master register.
- 4.1.4 A master documents register held in HS&E 26 IMS Manual will be available and will carry the current issue of each controlled document copies of which may be held elsewhere as their day to day use requires.
- 4.1.5 Obsolete documents will generally be withdrawn from the system. If obsolete documents are retained the reason why must be noted on the master documents register.
- 4.1.6 External documentation must be adequately controlled to ensure that it is not damaged or lost.
- 4.1.7 All forms must be periodically assessed under Audit procedures for current and fitness for use.
- 4.1.8 Any changes required to documentation must follow the process documented above; they must be approved by senior management prior to use.
- 4.1.9 Access to documentation will be allocated on a case by case basis.

4.2 Records

- 4.2.1 All completed management system documentation and records must be retained for at least three years unless specified in other regulations or by legislation. Other documentation should be retained in line with agreed legislative and regulatory requirements.
- 4.2.2 Records must be correctly filed under suitable headings, in files, folders etc. so that they can be readily found. Adequate security must be maintained to ensure that records are not lost or damaged.
- 4.2.3 Records must be legible.
- 4.2.4 Records kept on computer or on other electronic media must be backed up on a regular basis such that the information can be recovered if necessary.
- 4.2.5 Records may be destroyed at the end of their retention period.

4.3 Backups of Computer Systems

- 4.3.1 Where the Company's operations are electronically held and processed, it is essential that protection be provided against the loss or corruption of data or work in progress.
- 4.3.2 The computer system will have a backup taken at least daily and at interim intervals as determined by senior management. Each backup will contain all the data that may have changed during the intervening period.
- 4.3.3 Backups will be carried out as a stand-alone process with no other users logged on at the time. Senior management will assign the backup task as required.
- 4.3.4 Additional backups will be done on a regular basis and stored off site.
- 4.3.5 At intervals, determined by senior management, a trial "restore" from the latest set of backup media will be carried out onto a separate machine or environment / partition.
- 4.3.6 At regular intervals, the ICT Manager will ensure the virus protection software on the Company's computer systems is updated and the files scanned.

5.0 Related Documentation

PD 001 – Plastica Document Register
HSEF 113 – Amendments Table
HSEF 116 – Document Change Request