**Purpose**

To ensure that there is adequate control on documents and data relevant to the company’s integrated management system. The Managing Director has overall responsibility for ensuring that the management records are established, documented and maintained.

The records will demonstrate conformance to specification and that the management system is working effectively. Records will be kept so as to prevent any damage to them ensuring they are kept secure at all times, or stored electronically wherever possible.

## Manual and Procedures distribution

Systems Manual Copy number one- (on Back Office)

OP Procedures - (on Back Office)

Uncontrolled copies will be issued to customers if requested, but will not be updated.

## Document Changes

All proposed changes to the system will be reviewed and approved by the Management team; were procedures or forms are updated they shall be subsequently updated within the footer of the document.

All controlled documents will be updated with revised pages; the superseded issue will be withdrawn and archived or destroyed.

## BS EN ISO 9001-2015, ISO 45001-2018 & ISO 14001-2015

A copy of the following standards will be retained by the Company through our external consultant; JR Consultants, they will ensure we are kept abreast of changes.

* BS EN ISO 9001 - 2015
* BS EN ISO 14001 - 2015
* BS EN ISO 45001-2018

**Internal records and the back office**

Documented information shall either be kept and onto our back office; or stored in paper formats as required.

We also operate a system called Inspire for the management of certain work processes; our training and personnel information is now all kept on Sage.

1. Management Review minutes
2. Tendering and Contracts
3. Job and works records e.g. waste notes, removal tickets etc.
4. Risk Assessments and Method statements
5. Aspect Assessments
6. Approved Suppliers / Subcontractors
7. H&S meeting minutes
8. Tool box talks
9. Purchase Orders
10. Maintenance records including LOLER and any other thorough inspections
11. Improvement action requests
12. Internal and External audit reports
13. Inspection reports for the site
14. Regulatory information e.g. EA inspections
15. Document control /Revision logs
16. Training (Management system) Life of employee + 1 yr
17. Environmental, health and safety and Quality policies, manuals and procedures
18. Waste transfer / consignment notes
19. Performance monitoring
20. Other legal records
21. Site working plans (indefinitely)

Records will be retained for a minimum of three years unless specified or at duration defined by the customer or any relevant regulatory authority. Records will be made available to customers if requested.

Records may be disposed of at the discretion of the Management Team as long as they have been kept for three years and unless the customers specify otherwise.

All records will be stored in a suitable environment ensuring that they are legible, easily retrievable and not damaged or lost. Records will be in either electronic or paper format depending on the client and project being undertaken

## Data Control

An external back up of electronically stored documents onto the server is taken daily. This is done via remote connection with no back-ups stored on the site.