

## 1 Key to Titles

CEO = Chief Executive Officer  
 GM = General Manager  
 CM = Compliance Manager

## 2 Procedure

Activity	Position Responsible
<b>2.1 General</b>	
a) Records shall provide evidence of compliance of product/service and the quality system to specified requirements.	All staff
b) All records shall be legible, identifiable and retrievable.	All staff
c) Records shall be filed/stored in secure facilities so as to: <ul style="list-style-type: none"> <li>• Be easily retrievable</li> <li>• Minimise deterioration; and</li> <li>• Prevent loss</li> </ul>	All staff
d) Folders, archive boxes and the like, which hold quality records, shall be labelled, as to their contents (or carry other identifiers) and where appropriate, the retention period.	All staff
e) Upon expiry of the retention period records shall be destroyed by any appropriate means. Hard copy records are normally shredded. Soft copy records shall be delete/media re-formatted.	NWHS
f) Record (hard & soft copy) retention periods and access restrictions are defined below.	CEO

Record Type	Example of Records	Retention Period	Access Restrictions	Filing
Personnel records	Induction & training Accident/Incident Qualifications Injury Management Skills, competency & licence registers	5 years after the person leaves the company	HR and management	National Office
Subcontractor Records	Engagement records, vehicle service records, competency records, vehicle inspection records	5 years	HR and management	State
Chain of Responsibility records	Rosters, Time Sheets, Manifests, Log Books, Work Diaries	2 years	Nil	State office
Management System records ( eg audit, corrective actions, etc)	Meeting minutes Reports Corrective Action, Audits, Corrective Action Register	3 years	Nil	State office
WHS Records	Hazard identification, risk assessments and associated safe working procedures Maintenance, testing, servicing and repair of plant and equipment Use of hazardous substances and associated monitoring Inspection and test reports	5 years	Nil	State office

**PROCEDURE****ANC-005**

Rev: 25/01/16

**Record Control**

Record Type	Example of Records	Retention Period	Access Restrictions	Filing
	Employee injury management records Corrective action records Work safety records generally			
	Induction and training records Skills, competency and licence register, Reports of incidents and illness/injury, Illness/injury and incident investigation reports, Illness/injury statistics, such as lost time frequency rates and duration rates	At least length of employment	As per RAPID	RAPID
Health monitoring	Health monitoring records	30 years	Management	National office