**Gastech Australia Pty Ltd**

**HSEQ Procedure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev Number** | **Summary of Revision** | **Signed (Director)** | **Date** |
| **Rev 0** | **New Procedure** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Records Control Procedure**

**Procedure 4.5.3**

***“ Committed to Quality”***

Contents

[1. PURPOSE 3](#_Toc337543718)

[2. SCOPE 3](#_Toc337543719)

[3. DETAIL 3](#_Toc337543720)

[3.1 Overview 3](#_Toc337543721)

[3.2 Emails as Records 3](#_Toc337543722)

[3.3 Record Confidentiality 3](#_Toc337543723)

[3.4 Business Continuity 3](#_Toc337543724)

[3.5 Retention and Destruction of Records 3](#_Toc337543725)

[3.6 Off-site Retention 3](#_Toc337543726)

[4. TRAINING AND COMPETENCY REQUIREMENTS 3](#_Toc337543727)

[5. RESPONSIBILITIES 3](#_Toc337543728)

[5.1 Gastech Directors 3](#_Toc337543729)

[5.2 Managers and Supervisors 3](#_Toc337543730)

[5.3 Employees 3](#_Toc337543731)

# 1. PURPOSE

The purpose of this procedure is to describe the requirements for management, retention, storage and disposal of all Gastech records in accordance with legislation, Australian Standards and internal requirements.

# 2. SCOPE

This procedure applies to all Gastech offices and operations. The processes described in this procedure must be applied by all Gastech employees and contractors.

The scope of this procedure addresses the following core elements of record keeping:

* Staff awareness of record keeping responsibilities
* Day to day operations record keeping accountability
* Controlling security and access to records
* Review and disposal of records

This procedure is supported by *PR/HSEQ/01 Gastech Document Control*.

# 3. DETAIL

## 3.1 Overview

Records at Gastech which must be effectively managed include the following:

* Applicable legislative requirements
* Records related to Gastech business activities and continuity
* Training records for senior personnel, other staff and contractors to verify required competencies

The above records, dependent on their nature and use, must be subject to various levels of security, retention and, above all, readily accessible to authorised personnel.

## 3.2 Emails as Records

Emails are considered business records when they are sent or received in the conduct of Gastech business.

They must be managed with the same care as paper or other electronic records. The content and context of email messages may need to be held as a record so that they provide evidence of business transactions, business discussions and other business activities at Gastech.

Emails are subject to the same rules as paper or other electronic records and therefore must be subject to the same rules of retention and destruction as other records.

## 3.3 Record Confidentiality

Many types of business records at Gastech are subject to confidentiality requirements which may be dictated by law and/or commercial/contractual l requirements.

These levels at Gastech are classified as:

* Unclassified
* Restricted
* Confidential
* Secret

Records must be handled from creation to disposal according to the requirements of the relevant level as listed above.

Refer [Appendix 2](#_APPENDIX_2:_Definition) for definitions of confidentiality and handling details.

## 3.4 Business Continuity

Some records are vital to the ongoing operations of Gastech. Vital records and essential data crucial to the continued operation of the business must be identified and secured. These records include, but may not be limited to;

* Financial documents (invoices, statements etc)
* Key HSE documents (incident reports, risk assessments etc)
* Administrative documents (minutes of meeting etc)
* Corporate documents (contracts etc)

## 3.5 Retention and Destruction of Records

Retention and destruction of records plays an integral part in the good management of records at Gastech and must be done in accordance with the Schedule at [Appendix 1](#_APPENDIX_1:_Schedule).

The application of the Schedule removes ambiguity of records retention and disposal and assists in:

* Establishing realistic or required retention periods for records which are created and stored
* Allowing for prompt and secure destruction of records which have are no longer required by Gastech
* Identifying and preserving important records which may have historical and evidentiary value to Gastech
* Removing little used records to archive storage
* Freeing up computer storage space

## 3.6 Off-site Retention

Semi-active or inactive paper or electronic records that must continue to be kept can be transferred to secondary storage in order to free up office or disk space.

Options for secondary storage must be approved by the Gastech Director and must meet the same access and security standards of internal storage at Gastech offices and operations.

# 4. TRAINING AND COMPETENCY REQUIREMENTS

All Gastech employees will receive formal training in the requirements of this procedure.

# 5. RESPONSIBILITIES

## 5.1 Gastech Directors

Gastech Directors must:

* Be accountable for all Gastech records of evidence
* Make decisions as to what security level a record is assigned
* Promote use of this procedure across all Gastech operations
* Ensure systems are in place to manage corporate records and data in accordance with this procedure
* Ensure training in this procedure is provided to all Gastech personnel
* Approve changes to security of records
* Monitor compliance with this procedure
* Audit this procedure on an annual basis

## 5.2 Managers and Supervisors

Gastech Managers and Supervisors must:

* Promote use of this procedure and recordkeeping accountabilities company wide
* Ensure record keeping requirements are built into all business processes
* Ensure that all records and date are managed in accordance with this procedure
* Monitor compliance with this procedure
* Recommend improvements to the Directors as required

## 5.3 Employees

All Gastech employees must:

* Comply with the requirements detailed in this procedure
* Use the official recordkeeping systems to capture, classify, control and secure business record