# Mine record and document control

1. **AIM:** The aim of this program is to ensure that all SMS documents and records are maintained and controlled in a consistent manner.  This will ensure that they are current, approved for use and available for work and training purposes at all times.
2. **WHAT:** All SMS documents will be controlled in accordance with this program as well as all documentation and/or correspondence from the NSW Resources Regulator. (e.g. notices, directions, emails, letters, etc)

* Our site will have a folder called the ‘mine record’, which will contain a record of all notices issued by the regulator, any provisional improvement notices, a record of every incident notified to the regulator, a summary of the control measure reviews relating to the incidents and a record of all first aid treatment. This mine record will be kept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place of storage).

1. **WHO:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(person’s name) is responsible for maintaining the *Document control master list* and the *mine record* folder. They will also be responsible for issuing and filing documents and records.

* The most senior person in the management structure (Program 2) is required to sign off on all documents approving their use. This person is the approver at the bottom of each document.

1. **HOW:** All documents created in relation to the SMS will have the following written on the bottom of each page, (footer).

* name of document
* date it was written or reviewed
* initial of the most senior person in the management structure
* page number
* All documents, hard copy or electronic created in relation to the SMS, will be filed and kept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (place of storage).
* We will have a notice board that will be used to display copies of notices, safety alerts and internal communication. The notice board will be located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location of noticeboard).

1. **WHEN:**All SMS documents will be approved for use and entered on the *Document control master list* (FormM 3A) prior to distribution (e.g. inspection forms, induction sheets and site rules). Old documents are to be removed from circulation and filed where necessary.  We intend to keep/store at least one copy of each old document and/or record, in a place called ARCHIVE, for a minimum of seven years. Health monitoring records will be kept for at least 30 years.

* All electronic documents and records will be backed up every \_\_\_\_\_ (days) and the backup will be kept at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(location)

1. **ACTION:** All programs, procedures, plans, registers, inspections and forms associated with this SMS are to be recorded in the *Document control master list* (Form 3A).

* As new documents are developed in the safety management system the *Document control master list* (Form 3A) will be updated.
* When programs or parts of programs are reviewed the *Document control master list* (Form 3A) will be updated stating the program, section and page number of the program or document, the date the reviewed document was issued, changes made to the document and signed off by the responsible person.
* All copies of up-to-date documents will be made available for workers to read.

1. **DOCUMENT CONTROL:**The *Document control master list* (Form 3A) will be filed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(eg: filing cabinet, computer), located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(place of filing).

Form 3A Document control master list

*Edit the table below to customise it to your site.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document title** | **Section number** | **Page number** | **Issue date** | **Change made** | **Sign off** |
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