

**Revision History**

<b>Description</b>	<b>Last Rev No.</b>	<b>Current revision No.</b>	<b>Amendments made</b>
SW/HSE/P06-Rev00	NA	00	New Document
SW/HSE/P06	00	01	The Corporate HSE function was removed. Disposition of Records added

## 1. PURPOSE AND SCOPE

To establish and maintain a procedure for control of documented information meeting the requirements of ISO 45001:2018 and ISO 14001:2015 and those determined by Sterling and Wilson as being necessary for the effectiveness of the HSE management systems.

## 2. APPLICABILITY

This procedure applies to the Sterling & Wilson Projects and Operation and maintenance.

## 3. RESPONSIBILITY

MA, & Business HSE

## 4. DEFINITIONS

**4.1 Internal documents** are statements of policy, objectives and targets, information on significant hazards, manual, procedures, site emergency plans, guidelines, process specifications.

**4.2 External documents** are applicable to legal and other requirements, standards, communication from legal authorities and customer requirements.

**4.3 Online HSE Portal** is an external online platform called ProcessMAP, that Sterling and Wilson is utilising for online HSE reporting.

## 5. DESCRIPTION OF PROCEDURE

- 5.1 Documented information for Sterling and Wilson HSEMS will be kept basically in electronics medium. Most of the records which address the HSE performance at ground level and are required to be updated frequently are maintained through the online HSE portal.
- 5.2 The guideline documents which address the framework of the HSEMS are maintained through SharePoint or any such medium.
- 5.3 The documented information pertaining to a specific site is to be maintained through OneDrive or any such medium.
- 5.4 Details of required documented information to maintain the HSEMS process are to be provided in the list of documented information. (where controlled, maintained at medium)
- 5.5 All documented information that is required to be controlled will carry the title, date, author, and reference number.
- 5.6 In case of revision in the documented information, the revision number will be updated.
- 5.7 Dispose of records after the retention period as per the mode of disposal decided by the Senior Management/ Business Head/ Business HSE.
- 5.8 The document name will be addressed by Company/Function/Type of document/Serial number.

- 5.9 The title of the document would be P- Procedure, SOP – Standard operating procedure and F- formats. Record information will be generated through the system in chronological order.
- 5.10 ISO45001:2018 and ISO14001:2015 management system manual is referred as HSEM.
- 5.11 In the server the Originator will have edit access to the documents and others will have read access only. This is to ensure that the amendments are done only by the MA.
- 5.12 In the case of the Online HSE Portal, MA and Business HSE will make change requests to the service provider for necessary changes through the IT team.
- 5.13 All the documents will have a footer indicating that the printed versions are uncontrolled, and users must refer to the server to get the recent version of the documents.
- 5.14 All the records with unique identification numbers will be created on the Online HSE Portal.
- 5.15 Documented information in the Online HSE portal would be controlled through assigned roles. Depending upon an individual’s area of influence and control in HSEMS, the following user roles are assigned:
  - Reporter: reports the data in the system (i.e. all site users, site HSE, project engineers)
  - Verifier: verifies the correctness of the reported data (i.e. Project manager, Construction manager, Site HSE in charge)
  - Approver: approves the process (i.e. Project manager, cluster head, Business HSE heads)
  - Admin: Review and edit the reports (i.e. MA, Business HSE heads)
  - Viewer: only can view the data but cannot review or make any changes (i.e. COO, CEO, Director of projects, Functional Heads)
- 5.16 Roles are assigned to individuals according to the areas/ locations/ levels under their control. These roles are provided in the online HSE portal system setup.
- 5.17 Assignment of the roles would vary based on the site organogram as the individual designation and job responsibilities are different at multiple project sites and businesses.
- 5.18 For the role creation of a new employee, Business HSE will request the IT cell to assign the role after obtaining the approval of the COO. IT cell will obtain the approval of Business HSE and assign the roles in the system accordingly.
- 5.19 In case of separation and/or change of responsibilities, the user account shall be inactivated by updating the user feed sheet.
- 5.20 Retention period of records is as per the table below:

1.	All Records (except those listed below) as per the Master list	Till one recertification audit
2.	Legal records	Institutional memory
3.	MP’s, NCRs, audit reports, Management review meeting minutes, etc.	03 years
4.	Training records	As per the training portal / Till

		project completion
5.	Records pertaining to Suppliers	Till project closure
6.	Records pertaining to Contractors	Till the project handover

5.21 External documents: The documents of external origin like acts rules, and standards are considered as external documents.

5.22 Disposition of Records: All records in hard copy shall be disposed of after the completion of the project or contract termination or non-renewal of the contract. All records maintained or generated through soft copy shall be deleted from the server / institutional memories after the completion of the project or contract termination or non-renewal of the contract or as per retention period mentioned above (5.20).

**6. Applicable Formats**

All HSE MS related formats