SECTION 22: MANAGEMENT OF RECORDS

22.1 OBJECTIVE
To control and maintain environmental records generated within the Environmental Management Plan (EMP).

22.2 ACTION ITEMS

22.2.1 Types and identification of records
Examples of environmental records to be filed include:-
- Monitoring records
- Management review and minutes
- Training records
- Hazard logs
- Non-conformance reports
- Incident reports
- Calibration, inspection & test records
- Codes and specifications
- Auditing reports

22.2.2 Legibility and maintenance
All records should be as accurate and as neat as possible and of a permanent nature for indexing, filing and retention.

22.2.3 Storage
Hard copies of environmental records will be collected, filed and stored in a manner to prevent deterioration, damage or loss in filing cabinets.
Records on computer are backed up. Access to records on computer system will be available to approved personnel.

22.2.4 Retention period
Environmental records are to be retained for a period of 5 years. This includes any;
- monitoring records where applicable;
- audit reports;
- recommendation plans; and
- all correspondence with the Lockyer Valley Regional Council and DEHP.
Environmental records may be available to appropriate company personnel on request.

22.2.5 Disposal of obsolete records
Environmental records outside of the retention period can be disposed of either by shredding (and recycling) or deleted from computer system.

22.3 RESPONSIBILITIES
The Safety and Environmental Representative is responsible for ensuring all records are obtained and stored at the site.

22.4 DOCUMENTATION
None.