



WRIGHT BUSINESS DEVELOPMENT

DOCUMENT CONTROL POLICY

Wright Business Development

POLICY STATEMENT

Wright Business Development (WBD) will develop and implement a document management system or plan which ensures that all documents (including forms and procedures) used by the company or supplied by service providers are maintained in a manner which ensures their safety and security, and make and keep records of prescribed events and of other relevant health, safety, industrial relations and environmental issues.

AIMS AND OBJECTIVES

WBD will establish and maintain controls for documents used and/or supplied to the company to ensure that:

- documents are approved for adequacy and accuracy before use
- documents are reviewed and re-approved for use prior to being reissued
- changes to and the current revision status of the document are identified
- relevant versions of applicable documents are available at points of use
- documents remain legible and readily identifiable
- documents of external origin necessary for company operations are identified and their distribution controlled, and
- obsolete documents are identified, and steps are implemented to prevent their unintended use.

RESPONSIBILITIES

WBD Management will establish, implement and maintain procedures for controlling all relevant documents and data required by regulations, codes or standards to ensure that:

- they can be readily located, accessed and retrieved
- they are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel
- current versions of relevant documents and data are available at all locations where necessary for company operations
- obsolete documents and data are promptly removed from all points of issue or use
- archival documents retained for legal or knowledge preservation purposes are clearly identified, and their retention periods clearly identified.

Management will ensure that records relevant to worker's health monitoring are retained for periods specified by regulations in a manner that will allow them to be readily accessible if necessary and protected from loss or damage.

Signed : _____

AUTHORISED BY

Position: Director

Date: 01/01/2019