


Combe Mill Society Health & Safety			Ref: CMS-ohs-05
Procedure Title: Control of documentation and records		Version No: 2 Copy No:	
Approved by:	Amendments:	Date: 27-09-12 Page 1 of 5	

1 INTRODUCTION

It is essential for CMS to establish and maintain procedures for the identification, collection, indexing, filing, storage, maintenance, and disposal of documentation and of records.

2 SCOPE

- a) This procedure gives guidance on the establishment and maintenance of documentation and records; it describes who has responsibility for identifying, collecting and storing such documents and records.
- b) This procedure does not apply to the management of documentation that forms part of the history of the Mill.

3 RESPONSIBILITIES

3.1 Board Members

Board members are responsible for ensuring that proper records are kept, that documents are referenced correctly and are filed in the correct place in either hard copy or electronically.

3.2 The Librarian

- (a) prepares and regularly recommends and approves the referencing and filing systems for both paper and computer files
- (b) prepares and keeps up-to-date a register (or database) of all files, in any media
- (c) does not dispose of records (in any media) without consulting the Chairman
- (d) ensures that active records are stored and maintained in such a way as to be readily retrievable
- (e) ensures that records are stored and maintained in a suitable environment to minimise deterioration or damage, and prevent loss.
- (f) places the records in the appropriate storage facility, correctly labelled.
- (g) in consultation with the Chairman, archives documents as appropriate, from time to time

3.3 Individual Volunteers

When acting on behalf of CMS, volunteers shall ensure that:

- (a) all relevant documents and records for each project or activity are kept, in all types of media
- (b) documents and records are legible and readily identifiable to the project or activity involved
- (c) documents and records are correctly referenced and filed as detailed below.

4 DETAIL

The term 'document' is used to indicate a document (policy, procedure, minute of meeting, spreadsheet, etc.), a drawing or a record held in any media.

4.1 Basics

- a) Once any document (electronic or otherwise) has been issued by its author it is in the public domain and must never be issued again without its version and filename being changed. It is helpful if the filename appears in the running footer of a document.
- b) When an electronic document is opened to make a change to its content, the first action must be to save it with an amended filename before making any changes. In that way every issue of a document will result in a new file. See later about file naming.

4.2 Document Referencing

- a) Every document shall be assigned a reference at the time it is created.
- b) Sketches produced for immediate use in making a part or object need not be treated as official documents unless the information they contain should form part of the as-built documentation for the machine or item for which the part is being made.
- c) Provided every document is allocated a unique reference, the method of referencing shall be determined by the responsible person who generates the documents and approved by the Librarian.

5 TYPES OF DOCUMENTATION

- a) All communications generated on behalf of Combe Mill Society shall be filed to form part of the records of the Society.
- b) Some documents will have more significance than others in that they related to the official legal business of the Company. Other types may form an engineering record for future maintenance of the Mill and its contents.

5.1 Correspondence

Correspondence will tend to fall into the following categories and the responsibility for maintaining copies on file is with the responsible persons show in the table.

Significance	Document	Responsible Person
Commercial/Legal	Lease on Mill and associated correspondence, maps etc,	Company Secretary
Commercial	Utility agreements and associated correspondence	Company Secretary
Operational	Correspondence with fund raising bodies	Fund Raising Person
Operational	Correspondence with Bank	Treasurer
Operational	Correspondence with WODC Rating	Treasurer
Operational	Correspondence with members	Membership Secretary
Operational	Quotations received for services/parts	Chief Engineer

5.2 Agendas & Minutes of Meetings

Significance	Document	Responsible Person
Operational	Monthly Board Meeting Minutes	Minute Secretary
Commercial/Legal	AGM minutes	Company Secretary
Health & Safety	OHS management meetings	Compliance Officer
Operational	Museum Accreditation	Chair

5.3 Reports

Significance	Document	Responsible Person
Operational	Reports on work done on machinery	Chief Engineer
Historic	Reports on projects	Librarian

5.4 Records

The following list is typical of the data that shall be kept. This list does not purport to be exhaustive and volunteers shall use due diligence and professional judgement in deciding which records to keep. Records will comprise both paper and electronic media.

Significance	Document	Responsible Person
Operational	Surveys/Questionnaires	Chair
Operational	Society Newsletters	Newsletter Editor
Operational	Records of Visitor numbers	Treasurer
Regulatory	Health & Safety documents	Compliance Officer
Regulatory	Records of health and safety checks/audits	Compliance Officer
Regulatory	Records of fire monitoring checks/audits	Compliance Officer
Operational	Visitor feedback (suggestions/complaints) and follow up action	Chair
Operational	Press releases and cuttings	Press Officer
Regulatory	Records of lifting equipment inspections	Chief Engineer
Regulatory	Records of steam boiler inspections	Chief Engineer

5.5 Drawings

Significance	Document	Responsible Person
Maintenance Record	General arrangement drawings	Chief Engineer
Maintenance Record	Engineering Specifications	Chief Engineer
Maintenance Record	Spare Parts Lists	Chief Engineer
Maintenance Record	Operating & Maintenance Manuals	Chief Engineer
Maintenance Record	Electrical drawings	Chief Engineer

6 DOCUMENT REGISTER

A document register shall be maintained by the Librarian.

As a minimum the register shall record the following information about any document:

- Document reference
- Document Title
- Document (electronic) filename
- Version status
- Date of Issue.

7 CONTROLLED DOCUMENTS

- a) Documents that bear on the regulatory compliance of the Society are controlled documents.
- b) Once such documents reach the version 1 stage they shall be put under circulation control. A register shall be kept by the Librarian for each document of the holders of each numbered copy.
- c) The numbers shall be **written** on the document cover in RED ink so that unauthorised copies can be spotted. Only copies officially issued will be maintained when changes occur.
- d) The master (signed) copy of documents shall carry copy number 0.

8 ARCHIVING

- a) Upon instruction from the Chairman, records shall be archived and the Librarian shall enter details into an archived files database.
- b) Only the Chairman can authorise records to be destroyed.
- c) When records have been archived they become the responsibility of the museum curator as part of the history of the Mill.