 KALYANI	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-14
		Rev. No. : 00
	CONTROL OF RECORDS	Date : 02.04.12
		Page 1 of 2

1.0 PURPOSE:

To establish, implement & maintain a procedure for control of all EOHS records and to ensure that all records are properly identified, stored and protected from deterioration and readily retrievable & proper disposal of records.

2.0 SCOPE:

Applicable to all the records covered under the scope of EOHS Management System.

3.0 RESPONSIBILITY:

EOHS MR & Concerned Dept HOD's.

4.0 DEFINITIONS: Nil

5.0 PROCEDURE:

5.1 Reference number as per the procedure for control of documents identifies all EOHS records.

5.2 Records are available as forms, logbooks and registers and in soft mode.


5.3 All the records are legible and are stored and retained in respective locations in such a way that they are readily retrievable.

5.4 A list of relevant records is maintained by EOHS MR & respective Dept HOD's that detail the record name, identification number, Rev. No, Rev. Date, location, retention period and disposition method of records.

5.5 All records are properly protected to prevent deterioration and damage. Records are retained for the retention period specified in the list of records. The retention period is decided considering the contractual obligations, applicable statutory and regulatory requirements.

5.6 It is the responsibility of the respective team to maintain the records in a state of order by proper filing, indexing and preservation.

	Prepared By	Reviewed By	Approved By
Signature			
Name	Mr.Santosh Kasalkar	Mr.Kiran Ambike	Mr.K.V.L.N.Murty
Designation	Asst.Manager-SHE	EOHS MR & VP-QA, Engg	C.E.O
Date	02.04.2012	02.04.2012	02.04.2012

 KALYANI	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-14
		Rev. No. : 00
	CONTROL OF RECORDS	Date : 02.04.12
		Page 2 of 2

6.0 Document/Record reference:

S. No.	Document /Record Description	Reference No.
1	Master List of Formats	EOHS-ML-03

7.0 ISO & OHSAS ref:

Clause ref 4.5.4 of ISO 14001:2004 & OHSAS 18001:2007

	Prepared By	Reviewed By	Approved By
Signature			
Name	Mr.Santosh Kasalkar	Mr.Kiran Ambike	Mr.K.V.L.N.Murty
Designation	Asst.Manager-SHE	EOHS MR & VP-QA, Engg	C.E.O
Date	02.04.2012	02.04.2012	02.04.2012