

YOKOGAWA 	DOCUMENT NUMBER: SNW-OM-409
DOCUMENT TITLE: VPSS Document Retention Policy	

HISTORY LOG				
Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo	Lee Kock Hin

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1 VPSS Document Retention Policy

VPSS document retention policy applies to all PSC documents. It defines the retention period for all types of PSC documents.

The retention period may be changed (extended or reduced) at the discretion of VPSS Project Manager or VPSS Ops Head for various reasons.

2 VPSS project documents

2.1 Hardcopy project documents

Hardcopy documents	Period	Remarks
Project control file	3 years	Includes contract documents from client and to vendors.
Project transmittal forms	→	Retain until end of project
Quality Records	→	Retain until end of project
Correspondence, etc	→	Retain until end of project
Client engineering input documents	NA	Do not retain. Destroy or return to client.
As-built documents	→	Retain until end of warranty period
System self-doc	NA	Do not retain. Refer to system save.
Intermediate documents note 1	NA	Do not retain. Refer to As-Built documents.

2.2 Electronic project documents

Electronic documents	period	Remarks
Project control file	5 years	CD-ROM or server harddisk
Project transmittal forms	5 years	CD-ROM or server harddisk
Quality Records	5 years	CD-ROM or server harddisk
Correspondence, etc	5 years	CD-ROM or server harddisk
Customer inputs	5 years	CD-ROM or server harddisk
As-built documents	5 years	CD-ROM or server harddisk
System database	5 years	CD-ROM, DAT or other electronic media
Intermediate documents note 1	NA	Do not retain. Refer to As-Built documents.

note 1

Intermediate documents are earlier versions of approved documents which eventually lead to Factory As-Built or Site As-Built documents.

All archive documents shall be stored at VPSS premises unless otherwise directed by Operations Manager.

The document administrator shall maintain a document list for the archive documents.

The list of archive documents to be retained shall be submitted to the document administrator for planning and allocation of storage area.

The project team shall move the archive documents to the allocated storage area.

Housekeeping shall be done by the project team to ensure that only the required documents are retained.

All archive documents stored in the VPSS premises will be properly identify.

3 VPSS department documents

All department documents are stored in the Engineering Server. Retention period refer to Section 2. Obsolete documents are deleted by the manager concerned.

4 End of document