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|  | ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM | Doc Number | EM-PR 15 A |
| | ENVIRONMENTAL RECORDS | Compiled By | OBS |
| | | Approved By | Abdul Kamdor |
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1.0 Purpose

The objective of this procedure is to describe the control, approval, distribution, withdrawal and protection of documents in order to enable the effective operation and evaluation of the EMS of KDG LOGISTICS.

2.0 Scope

This procedure covers all the environmental records of KDG LOGISTICS, including training records, monitoring records, the results of Audits and the results of Management Reviews. Records will be maintained, as appropriate to the system and to the company, to demonstrate conformance to the requirements of ISO 14001:2015.

3.0 References:

EMS

4.0 Responsibilities

All document users to ensure that records are accurately managed and retained.

4.1 Record Control

Environmental records are maintained to demonstrate achievement of the required Environmental Management System and the effective operation of the Environmental system. Material certification records from suppliers are included in these records. Environmental records are identified, collected, indexed, filed, stored, maintained and disposed in accordance with the Document Control Procedure. All Environmental records are completed in such a manner that they are legible and identifiable to the product, service, process or section of the Environmental system to which they pertain.

Environmental records are stored and maintained in such a way that they are readily retrievable and protected against deterioration, damage or loss, through the provision of suitable storage facilities. Where customer requirements exceed our normal practices, special instructions are given in order to comply with such requirements. Minimum retention periods are established and documented for all Environmental records. Specific customer requirements are considered when establishing retention periods, to ensure that retention period conform to customer requirements.

Records pertaining to safety critical or customer designated items are identified with a standard safety critical symbol. All records are kept in line with the records control procedure. The departments will generate and maintain Environmental records as part of the relevant operating procedures to demonstrate the effectiveness of the Environmental system.

These records will support and substantiate inspection, Environmental control and test activities and will provide evidence of production conformity. Environmental Records shall include computer data as well as written forms. Environmental Records are legible and identifiable to the product. The Environmental records are stored and maintained in a suitable environment to prevent loss or damage in such a way that they are readily retrievable.

Their minimum retention time is specified and where agreed contractually, the company shall make Environmental records available for evaluation for an agreed period.