

DCRS Rev1.1

# Document Control and Review Standard

Huracan Pty Ltd

Document Control: Public

Huracan Pty Ltd  
2-Nov-2017  
Revision 1.1



## Document Control

Document Owner: Katrina Hollingworth

Document Approver: Jon Hollingworth

## Revision History

Rev	Reviewer	Approver	Date	Revision Comments
1.0	K. Hollingworth	J. Hollingworth	22-Oct-2015	First edition of Document Control Standard
1.0	K. Hollingworth	J. Hollingworth	2-Nov-2017	Minor changes after revision

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## 1.0 DOCUMENT CONTROL

### 1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Revision Standard.

### 1.2 CLASSIFICATION

This document has been classified as Public and can be viewed by external sources.

### 1.3 UPDATES

The document owner is responsible for this document updates. A copy of the current reviewed and approved source document must be kept online in the IMD database. This document becomes uncontrolled when printed.

### 1.4 PUBLICATION AND DISPLAY

This document shall be displayed at all times and shall be open for inspection by anyone to whom the plan or part of the plan may affect or apply to. A copy of the document is available on the Huracan Incident Management Database.



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## 2.0 OVERVIEW

### 2.1 INTRODUCTION & PURPOSE OF DOCUMENT

The Document Control and Revision Standard are to be used to manage Huracan manuals to ensure that documents are kept current and relevant by ensuring periodical review and revision.

### 2.2 OBJECTIVES

The objective of this plan is to ensure that Huracan critical documents are reviewed and revised at a set period and after events. It is to provide a standard across all documents as well as across Huracan.

## 3.0 DOCUMENT CONTROL PROCEEDURE

### 3.1 DOCUMENT CLASSIFICATION

Document with Huracan should be classified according the nature of the material inside the document. Classification should be discussed by the document owner and approver prior to publishing. Three classifications are to be used;

- Public – Can be viewed and distributed outside of Huracan with only the approval of the location manager.
- Private – Can be distributed within Huracan but should not be reproduced or distributed outside of Huracan personnel without the express approval of the document owner and approver.
- Confidential – Contains material of commercial and confidential Huracan information. Is for internal use only and must be controlled by a distribution list approved by the document owner. Documents must be returned after revision or when personnel depart from the company.

As a guide, any HSE document should be classified as public. Service quality documents should be classified as Private. And documents containing client information, commercially sensitive information or Huracan proprietary information should be classified as Confidential.

All documents that do not contain a classification should be considered classified as “Confidential” until the document owner provides evidence of a different classification.

All documents should contain a water mark with “Controlled Document Do Not Copy”.

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A list of critical documents “Documents Control and Revision List” must be kept for each location and is the responsibility of the location manager or operations manager to review and ensure list is kept current and accurate.

### 3.2 DOCUMENT OWNER

Document owner has been designated the subject matter expert (SME) and/or has the sufficient training and knowledge to maintain and update the manual. The Document Owner is responsible for reviewing and updating the manual.

### 3.3 DOCUMENT APPROVER

Document Approver is designated with reviewing documents after changes and in consultation with the document owner approving the document for release.

### 3.4 DOCUMENT STORAGE AND BACKUP

The Document Owner is responsible storage and backup documentation. All documents classified as public and private documents are to be stored on HIMS with a backup document kept of the document owner’s computer, backed up to a secondary device. Confidential documents are to be encrypted and backed up. Confidential documents are not to be stored on HIMS.

If a document revision requires retrieval then the document owner should be contacted.

### 3.5 DOCUMENT NAMING AND IDENTIFICATION

Documents are to be named according to their hierarchy.

### 3.6 DOCUMENT DISTRIBUTION

Once document have been approved for distribution they should be released as follows;

- Public, Can be viewed by Huracan and external personnel, should be stored on HIMS for review by all Huracan personnel. A copy of local plans should be printed and stored in a prominent area of the office.
- Private, internal use only and can be viewed by external with document approvers permission. Printed document can be stored in locked area and reviewed by Huracan personnel only.
- Confidential, controlled within Huracan with all copies of documents registered and controlled

### 3.7 DOCUMENT REVISION

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Critical documents such as policies, standards and plans should be reviewed according to the documents type and the period recommended by the document owner but no longer than the maximum period as specified in Appendix A.

Large documents should have a revision table prior to the Table of Contents with dates and versions of the different revisions along with a description of what was revised.

A revision date and document classification should also be visible on the majority of the documents pages.

Once a first revision document has been approved for release the document should have “Track Changes” enabled where possible to allow review of changes made any by whom.

All previous versions of the document should be archived for review if required.

Besides a revision triggered by a document review date, a revision of a document may be required after an incident and investigation that finds inadequate document of procedures.

It is also to be reviewed immediately after any of the following occur;

- Major operational incident (i.e. increased apparent risk)
- Significant operational, procedural, work practice or technology change
- New or amended safety codes, safety requirements or standards are issued.
- When required by relevant State and Federal Government legislation.

Once document has been revised and the new revision date updated, the local revision “Document Control and Revision Master List” should be updated.

When a critical document has been withdrawn due to a major incident and review and re-issuing will take longer than one week, a notification should be issues to ALL concerned parties of the reason for withdrawal and an estimation of re-issue advised as well as any remedial actions required during the withdrawal period if required.

### 3.8 DOCUMENT NAMING AND LABELLING STANDARD

Document type should be characterised as HSE or SQ or both (HSESQ).

If the document is a location specific it should carry the abbreviation LP for local plan.

When a document is a local plan, the document should contain the location code it is specific to.

Documents should be abbreviated from its full name when saving the file.

The document should have in the file name its revision number and the latest date of revision.

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An example is contained below.

A local HSE Journey Management plan first published on the 6-Mar-2015 should be saved as;

HSE\_LP\_JMP\_Rev1.0\_6Mar15.

A Huracan Injury Prevention Standard having a revision 1.3 on the 23-Nov-2015 should be saved as;

HSE\_HIPS\_Rev1.3\_23Nov15

### 3.9 DOCUMENT DISPOSAL

All documents classified as Private or Confidential should be shredded prior to disposal. All other documents

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**APPENDIX A – DOCUMENT REVIEW PERIOD**

Document Type	Recommended Period	Maximum Period
Policy	2 Years	5 Years
Standard	2 Years	5 Years
Plan	2 Years	5 Years
JSA	1 Year	2 Years
Safe Work Procedure	1 Years	2 Years
Checksheets	2 Years	5 Years
Audits	2 Years	5 Years
Inspections	2 Years	5 Years

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