EL-07: Document Control and Information Management

OTHR has developed systems and procedures to control and manage documents and data relevant to the safe management of its railway operations as follows:

- A naming /numbering convention for all documents, including policies, procedures and forms included in the SMS;

- Each document is numbered, named, and a version date and version number for each document is created and recorded;

- Safety records have been identified and included in the system as controlled documents;

- A register of controlled documents has been prepared;

- The register is updated with the new details each time a document is amended;

- A process to create and record safety procedures/documents has been developed;

- Controlled documents are reviewed in accordance with SMS Review Process;

- Changes to controlled documents are communicated in accordance with Internal Communication Procedures; and

- SMS documents are electronically stored and backed up independently, physical documents are stored in accordance with OTHR Document and Data Control Procedure.

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