



IM-001-00: Document Control and Information Management

(National Regulations –schedule 1 cl 7)

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, has been developed;
- Each document is numbered, named, and a version date and version number for each document 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.

Associated Documents

Version No		Version Date:	
Approved By:			

All documents are uncontrolled when printed.