



**ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)**

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| Effective Date : 18.06.2009 | | |
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PROCEDURE FOR CONTROL OF RECORDS

Approved by:
Planning & Development Director:



ADWEA HSE PROCEDURE MANUAL

PROCEDURE FOR CONTROL OF RECORDS

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**PLANNING & DEVELOPMENT
DIRECTOR**

Effective Date:



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PROCEDURE FOR CONTROL OF RECORDS

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1 PURPOSE

This procedure describes the method of generation and control of records used at ADWEA. It is designed to ensure that all such records are identified, collected, completed, filed, stored, maintained, managed and disposed in a consistent manner.

2 SCOPE

This procedure applies to all records identified within ADWEA HSE Management System.

3 DEFINITIONS & ACRONYMS

HRA Human Resource & Administration

Record document stating results achieved or providing evidence of activities performed

Document Information and its supporting medium (paper, magnetic, electronic or optical computer disc, photograph or master sample, or combination thereof).

Retention Period The time period, up to which the record shall be kept at ADWEA before it is either discarded or destroyed or sent to off-site.

May A requirement subject to the discretion of the authorized person

MR Management Representative.

Shall A mandatory requirements

Should A requirement to be met to the greatest extent practicable

Standard A National or International Standards, manufacturer specifications, drawings or equivalent.

4 REFERENCES

ISO 14001:2004.

OHSAS 18001:2007 standard

ADWEA HSE Management System Manual



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5 RESPONSIBILITY

The Directors, Division Managers, Head of Departments, Head of Sections, and all personnel who prepare and/or process a HSE record are responsible for controlling HSE records.

The records shall be listed in Records Index (see F-001) for each Division, Department, Section or Unit of ADWEA.

The Management Representative is responsible for preparation of the records providing evidence of the implementation and effectiveness of the HSE management system.

All employees who are responsible for keeping records are listed in the Records Index form (F-001).

6 PROCESS

6.1 Records Index

6.1.1 The Management Representative shall coordinate with Division Managers, Head of Departments, Section and Unit for identifying the HSE records related to their Division, Department, Section and Units with using F-001 as a reference, establishing the filing, the indexing method, defining the access and retention period of each record.

6.1.2 The Records Index shall be approved by the Division Manager.

6.1.3 The Management Representative shall distribute the approved HSE Records Index to all Divisions Managers, Heads of Departments/Section/Units and other personnel who are responsible for controlling any HSE records.

6.2 Identification

6.2.1 The identification of records and files related to ADWEA HSE Management System will be done according to this procedure.

6.2.2 All Records shall be appropriately identified by a descriptive title clearly labelling the record.

6.2.3 All records should be clear, understandable, and written in one of the two languages, Arabic or English (or any other language if required or needed).

6.2.4 *External origin documents which are a part of ADWEA HSE management system are identified and their distribution controlled.*

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6.3 Indexing

- 6.3.1 The specific indexing method of each HSE record shall be as per the Records Index (F-001).
- 6.3.2 All records shall be assigned a unique name or number or date to distinguish them from other HSE records with the same identification.

6.4 Access

- 6.4.1 All employees that have the authority to access to each record, shall be registered in the Records Index (F-001).
- 6.4.2 Copies to outside parties shall only be provided after consent of the ADWEA Planning & Development Director.

6.5 Filing

- 6.5.1 All records should be filed in a specified location as per Records Index (F-001).
- 6.5.2 Filing is considered the location where active records are kept. All HSE records shall be physically or electronically filed by a method which enhances accessibility and retrieval by a user. Records Index (F-001) shall define the location where HSE records are filed.

6.6 Retention

Retention period of each record shall be defined and recorded in Records Index (F-001). The responsible employee shall ensure that each record shall be maintained in ADWEA, up to the retention period mentioned in Records Index.

6.7 Storage

- 6.7.1 During the storage period, all records and files shall be protected from damage, loss and deterioration due to environmental conditions or any other factors.



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6.7.2 Each box shall be affixed with an archive record, noting the box number, contents and destruction dates. A copy of each box archived record form shall be sent to the Management Representative.

6.7.3 At the end of the nominated retention time, the archived records shall be destroyed by suitable methods as specified in the index of records.

6.7.4 The Planning & Development Director shall inform all concerned personnel in writing of any variation to the retention period after considering, ADWEA requirements, Regulation Bureau requirements, specific contract requirements, protection against liabilities, common law, trade practices and other country regulations.

6.8 Disposition

At the beginning of each year, all records and files should be reviewed to see if they have exceeded the said time, by either stamping it obsolete.

6.9 Maintenance

All HSE Records shall be filed and stored in an office environment unless specific media and or special environmental control is specified to prevent damage, deterioration, or loss.

7 ATTACHMENTS

- Records Index Form (F-001)