
1 Purpose

- 1.1 This procedure has been established to describe the process used by MAS Solutions for the control of documented information either maintained or retained by MAS' Business Management System (BMS).

2 Responsibility

- 2.1 It is the responsibility of Management Representative to ensure that:
- 2.1.1 The BMS is adequately documented.
 - 2.1.2 BMS documents are properly controlled and approved and are readily available to those personnel that need to use them.
 - 2.1.3 Sufficient records are maintained and these are legible and readily found.
- 2.2 For the control of project-specific documents, including responsibilities for project deliverables and other outputs, see applicable "WI" series documents.

3 Procedure

3.1 Document and Data Control

- 3.1.1 Prior to issue or revision, MAS' BMS Manual and all related BMS procedures shall be reviewed and approved by MAS' Management Representative. All other MAS documents shall be approved by the responsible process owner.
- 3.1.2 All documents shall be assigned a unique identifier and their revision status identified by number or letter.
- 3.1.3 A Document Master List (Form 0750.1 or electronic equivalent) shall be maintained by the Management Representative to identify the current revision status of BMS documents.
- 3.1.4 MAS' BMS Manual and related procedures are reviewed on an annual basis as part of MAS' Management Review process; other revisions will be on an as-needed basis. For BMS documentation, changes will be initiated using a Document Change Request (0750.2) and logged (Form 0750.3). Approved Changes will be noted in the effected document's revision history when implemented.
- 3.1.5 The Management Representative will maintain a transmittal log for documents issued as "controlled" and shall verify receipt of issued documents to ensure all affected personnel have current documents.

- 3.1.6 Electronic versions of controlled documents maintained online shall be limited to read-only access. To allow for their use, forms may be retained in their original MS Office format (MS Word or Excel). *Documents maintained on this system shall be considered uncontrolled when downloaded or printed.*
- 3.1.7 The Management Representative will maintain a list of all external documents used by MAS. This list will be reviewed annually for adequacy and will be updated as required. This list will constitute a part of MAS' Master List of controlled documents.
- 3.1.8 Obsolete documents will be clearly marked as "OBSOLETE" or discarded, in order to prevent unintended use.

3.2 Records

- 3.2.1 Each record owner shall be responsible for ensuring that records in their possession remain readily identifiable, legible and retrievable.
- 3.2.2 To allow retrieval in a timely manner, all records shall be organized and stored in accordance with a record index (Form 0750.4), which shall also identify record retention times, record storage locations and assign responsibility for maintaining those records.
- 3.2.3 Record storage shall minimize unauthorized access.
- 3.2.3.1 For electronic records, access shall be controlled through password protection.
- 3.2.3.2 For hard-copy records, only personnel responsible for these records may access or remove records from their storage area.
- 3.2.4 Designated storage areas shall be environmentally controlled to the extent necessary to preclude physical damage to the records.
- 3.2.5 Where records are maintained in electronic format, daily backups shall be performed and secured at an off-site location.
- 3.2.6 Unless otherwise specified, records shall be maintained for a minimum of 5 years and then should be destroyed by either shredding (paper) or deleting (electronic). The responsible manager should take whatever steps necessary to prevent the records from unauthorized access and/or use.

4 Revision History

Revision	Date	Description of Change	Approval
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0	11/01/15	Initial Release	SR