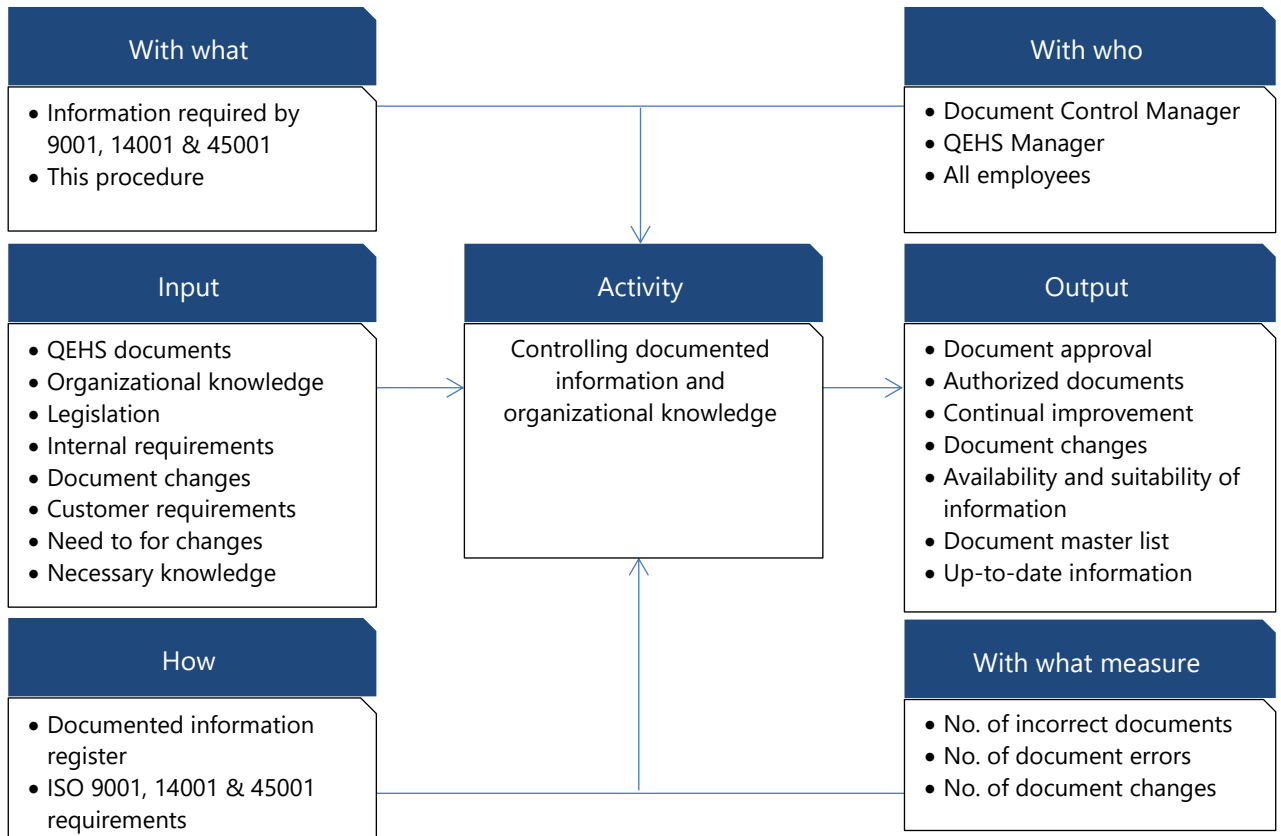


1 Documented Information

1.1 Introduction & Purpose

The purpose of this procedure is to ensure that all relevant documented information and organizational knowledge which forms an integral part of our integrated management system is managed under controlled conditions and that all documented information is reviewed and approved by authorized personnel prior to release and use.

1.1.1 Process Turtle Diagram



1.1.2 References

Standard	Title	ISO Clauses	Manual Sections
BS EN ISO 9001:2015	Quality management systems	7.1.6 & 7.5	7.1.6 & 7.5
BS EN ISO 14001:2015	Environmental management systems	7.5	7.5
BS EN ISO 45001:2018	OH&S management systems	7.5	7.5

1.1.3 Terms & Definitions

Term	Definition
Documented Information	Information (3.8.2) required to be controlled, and retained or maintained
Record	Document (3.8.5) stating results achieved or providing evidence
Retain	To preserve documented information as a record - the document is not updated
Maintain	To actively update documented information when revisions are required