

HSE Document and Record Management

1. APPLICABILITY

- 1.1 This standard is applicable to all Honeywell organizations and majority owned subsidiaries worldwide.

2. OVERVIEW

- 2.1 Organizations utilize HSEPS documents such as procedures, work instructions, checklists and training tools to ensure all those affected by the HSEPS Management System are aware of their roles and responsibilities, maintain a safe work environment and comply with Honeywell and regulatory policy and standards. As a HSEPS Management System develops and is continuously improved, existing HSEPS documents are often modified or new documents created. It is critical that a process is implemented that ensures only current documents are used and obsolete documents are removed.

HSEPS records are important to the Management System in that they provide evidence of past performance and allow organizations to demonstrate compliance to applicable requirements such as regulations, Honeywell standards and the organization's specific procedures.

It is important to recognize that the primary purpose of an HSEPS Management System is HSEPS performance and not the production and maintenance of documents. The Document Management Program should be simple and effective but not the focus of the Management System.

Compliance with this standard will assist the organization to effectively manage its HSEPS documents, ensure the right information is available to those who need it, and maintain critical HSE record(s). Management of HSEPS documents and records through an existing and effective quality system (e.g. ISO9000) may be used to comply with this standard.

3. DEFINITIONS

- 3.1 Definitions for underlined text are found at the end of this document.

4. REQUIREMENTS

- 4.1 The organization shall establish and implement a document and records management process for the management of HSEPS documents and HSEPS records. As a minimum the process shall include the following elements:
 - 4.1.1 Requirements for HSEPS Documents:
 - 4.1.1.1 A method to identify current versions of HSE documents and ensure they are readily available and can be easily located by the affected organizations and individuals
 - 4.1.1.2 A method for HSEPS document review, including the following elements at a minimum:
 - 4.1.1.2.1 Identification of documents that must be periodically reviewed and updated
 - 4.1.1.2.2 Guidance on the purpose and process for review (e.g. to ensure that the intended results are consistently achieved, affected operations and

