

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 HSE documents such as procedures, work instructions, checklists and training tools to ensure all those affected by the HSE 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 HSE Management System develops and is continuously improved, existing HSE 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.

HSE 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 HSE Management System is HSE 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 HSE documents, ensure the right information is available to those who need it, and maintain critical HSE record(s). Management of HSE 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 HSE documents and HSE records. As a minimum the process shall include the following elements:

- 4.1.1 Requirements for HSE 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 HSE 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 individuals are properly using the documents, the documents are still appropriate for current operations and risks, etc.)
 - 4.1.1.2.3 Schedule or frequency of document review
 - 4.1.1.2.4 A method to track review dates to ensure documents are reviewed, revised as necessary and re-authorized in accordance with schedule identified in 4.1.1.2 (4.1.1.2.3)
 - 4.1.1.2.5 Designation of individuals responsible and authorized to review, revise and approve HSE documents
- 4.1.1.3 A method to ensure obsolete HSE documents are not used
- 4.1.2 Records identification requirements including the following documentation on all HSE records:
 - 4.1.2.1 Ownership
 - 4.1.2.2 Description of record contents
- 4.1.3 Storage requirements to ensure records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss
- 4.1.4 Requirements for compliance with the Honeywell Records Retention Policy and associated Records Retention Schedules
- 4.1.5 Requirements for the proper identification, marking and destruction of sensitive and/or confidential HSE records in compliance with Honeywell Policy 405 Confidential Information Security Program.

5. RELATED DOCUMENTS

5.1 None defined now.

3. DEFINITIONS

HSE Documents	HSE related documents, either electronic or paper(e.g. procedures, work instructions, checklists, training tools, etc.) developed and implemented to provide HSE direction, guidance and requirements and ensure organizations operate in a safe manner and in compliance
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	with Honeywell and regulatory standards.
HSE Records	HSE related records, either electronic or on paper that demonstrate the performance of the HSE Management System (e.g. training records, inspection reports, MSDS, risk assessment and self assessment results, corrective action, trend analysis, audit reports, incident investigation results, obsolete documents, etc.)