SECTION S6 - ARCHIVE CONTROL

OBJECTIVE

The purpose is to define the system for long term storage of drawings and documents (including Quality and Environmental Records) and the retention time and eventual disposal of these drawings and documents.

RESPONSIBILITIES

The Project Manager is responsible for selecting and determining the Drawings and Documents to be stored.

The Admin Leader/CAD Manager is responsible for:-

(a) Verifying the drawings and documents received from the Project Manager before archiving or storing.

(b) Control of retrieval and destruction of archived material with authorisation from Director/ Project Director / Project Manager.

TERMS OF RETENTION

1. Drawings

Upon completion of a project, the Project Manager shall arrange with the CAD Manager for all relevant final design drawings to be retained indefinitely into DVDs. 2 copies of DVDs shall be made. One copy shall be stored in the CAD Dept. and one copy shall be stored in the Library. The DVDs shall be labelled clearly with the Project No. and the sub-directories listed below:

1.1 Tender/Addendum Drawings

1.2 Contract Drawings

1.3 Authority Submission Drawings

1.4 As-Built Drawings

2. Contractors' Tender Document***s***

All tender documents shall be retained by the Project Manager until 3 months after a contract has been awarded. The unsuccessful tenderer's document***s*** shall then be either returned to the Client or destroyed as determined by the Project Manager. The successful tender ***documents*** shall be retained and incorporated as part of the Contract Document***s***.

3. Contract Documents

Upon completion of a project, the Project Manager shall arrange with the Admin Leader for all relevant contract documents to be saved and retained indefinitely into DVDs. 2 copies of DVDs shall be made. One copy shall be stored in the Compactor area and one copy shall be stored in the Library. The DVDs shall be labelled clearly with the Project No. Hardcopies of the contract documents shall also be sent for archiving and retain for 7 years from the date of closing of Final Account.

4. Project Correspondences

Upon completion of a project, the Project Manager shall arrange with the Admin Leader for all relevant project correspondences to be saved and retained indefinitely into DVDs. 2 copies of DVDs shall be made. One copy shall be stored in the Compactor area and one copy shall be stored in the Library. The DVDs shall be labelled clearly with the Project No. Hardcopies of the project correspondences shall also be sent for archiving and retain for 7 years from the date of closing of Final Account.

If there is any litigation involving the Company, the Project Director shall be consulted before taking further action of destruction. All correspondences shall be kept for 15 years from project's CSC date.

5. Operating and Maintenance Manuals

Upon completion of a project, the Project Manager shall arrange with the Admin Leader for all relevant Operating and Maintenance Manuals to be scanned and retained indefinitely into DVDs. 2 copies of DVDs shall be made. One copy shall be stored in the Compactor area and one copy shall be stored in the Library. The DVDs shall be labelled clearly with the Project No. Hardcopies of the Operating and Maintenance Manuals ***to be*** discarded ***7 years from the date of closing Final Account*** .

6. Bid *and* Enquiry Documents

Unsuccessful Bid and Enquiry Documents are to be retained for 6 months after submission. Successful Bid and Enquiry Documents shall be retained by the Accounts Department indefinitely.

7. HR & Accounting Records

HR & Accounts Records are to be retained indefinitely, unless otherwise directed by the Managing Director.

8. Quality and Environmental Management System Records

The following quality and environmental management system records shall be retained for 6 years:-

(a) Quality and Environmental Manual

(b) Quality and Environmental Management System Procedures

(c) Minutes of Management Review Meeting

(d) Controlled Copy Holders and Distribution Records

(e) Internal & External Audit Reports

(f) Staff Training Records

(g) Feedback Reporting Form & Client's Feedback Form

(h) Environmental Risk Assessment Records

(i) Licen***ces***

(j) Environmental Monitoring and Measurement Records

The Project Quality Plan shall be retained as part of the 'Project Files'.

PROCEDURES

1. Archiving

All documents and drawings to be sent for archiving shall be accompanied by the Archive Form. The Archive Form shall be filled out appropriately with the description of the material, project and duly endorsed by the Project Manager who initiates it and submit the form to the Admin Leader/CAD Manager.

It is the responsibility of the Project Manager to ensure that materials to be archived are properly sorted and in order. The Project Manager shall use separate sheets of Archives Form for each type of material to be archived (e.g. Contract Drawings, Submission Drawings, etc.).

All materials going to the ***Archive*** shall be allocated a location. The disposal date shall be determined based on the material to be archived.

Admin Leader/CAD Manager shall keep record of all Archive Forms received.

2. Retrieval of Materials from Archives

Temporary retrieval or borrowing of hard copy documents/DVDs from ***Archive*** for examination or reference can be obtained by submitting the ***Archive*** Retrieval Form.

All materials withdrawn shall be recorded and the recipient shall acknowledge receipt and indicate the return date of the material.

The ***Archive*** Retrieval Form shall be kept by the Admin Leader/CAD Manager who will acknowledge the return of the materials after ensuring that they are in order.

3. Destruction of Drawings and Documents

On the expiry of the retention period of any drawings or documents, the Admin Leader/CAD Manager shall obtain authority for their destruction from the Director/Project Director/Project Manager and shall be recorded in the ***Archive*** Form.

Drawings and documents to be destroyed shall be secured and arrangements made for them to be taken away for disposal. Special arrangements should be made for the destruction of classified documents, e.g. using the office paper shredder.

REFERENCE

Form S6.A - *Archive* Form

Form S6.B - *Archive* Retrieval Form