

Portershoek Quarry	SAFETY HEALTH - MANAGEMENT SYSTEM (Doc No.7.5.2.1)	Effective Date: 15 May 2021 Revision No. ISO 45001 Date Reviewed: Page: 1 of 2
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Documentation Requirements

1. Purpose

To control SHE document and data information effectively.

2. Scope

This procedure is applicable to all employees and sub contractors.

3. Reference Documentation

Document control register

ISO 45001:2018(E)

4. Definition

None

5. Procedure

- All documentation must adhere to the following requirements;
 - All documentation must be issued with reference numbers
 - All documents that has been changed must display revision number and date revision is implemented on bottom of each page
 - All revised documents must be removed from the system and placed in Archive
 - Store for safekeeping.

▪ Medical Documentation	40 years
▪ Registers and Checklists	3 Years
▪ Policies & Procedures	5 Years
▪ Code of Practices	5 years
▪ SHE Meetings	5 Years
▪ Appointments	3 Years
 - All store documentation must be properly marked according to
 - Department
 - Year & Month
 - Type of document
 - All documentation must be listed on the document control sheet.
- The document control sheet must display the following information:
 - Date to be reviewed
 - Revision number
 - Type of document
 - Reviewed by whom
 - Revision authorized by whom
 - Revision approved by whom

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- All revised documents must be distributed to all Supervisors or applicable personnel for implementation.
- The document control officer must ensure that the documents that are revised are removed from the system and the new revision is implemented.

6. Responsibility

- Manager and SHE Consultant will ensure compliance to this procedure.
- Deviations must be reported to the Mine Manager/control officer who must rectify as soon as possible.

7. Records

- Records to be held on document control sheet.



Mine Manager

11/20/23
Date