Procedure

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Document Title	**Document Control Procedure**
Version	3.0
Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to maintaining effective control of documented information to ensure workers have access to current, accurate and approved information required to perform their duties safely and effectively.

This procedure establishes the requirements for the creation, approval, issue, distribution, review, retention and control of documented information within Brendan McKenna Earthmoving's Integrated Management System (IMS) and supports compliance with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements.

Scope

This procedure applies to all documented information maintained within the Brendan McKenna Earthmoving Integrated Management System (IMS).

This includes:

- Policies
- Procedures
- Management Plans
- Registers
- Forms
- Risk Assessments
- Safe Work Method Statements (SWMS)
- Training and competency records
- External documents
- Electronic and hard copy records

Responsibilities

Role	Responsibilities
Director	Approve IMS documents and ensure adequate resources are available to maintain document control processes.
Operations Manager	Manage document reviews, updates, distribution and implementation of approved documents.
Administration	Maintain the IMS Document Register, allocate document numbers, archive superseded documents and maintain document records.
Supervisors	Ensure workers have access to current documents and communicate document changes where required.
Employees / Contractors	Use current approved documents and report outdated or incorrect documents.

Procedure

Brendan McKenna Earthmoving shall ensure documented information is created, maintained and controlled to support effective operation of the Integrated Management System.

1. Create and Approve Documents

All IMS documents shall be reviewed and approved before issue.

This shall include:

- Preparing documents using approved company templates.
- Reviewing documents for accuracy and suitability.
- Obtaining Director approval prior to issue.
- Recording approved documents within the IMS Document Register.
- Assigning version numbers and review dates before release.

2. Identify and Number Documents

All IMS documents shall be assigned a unique document number and version identifier.

This shall include:

- Applying approved business unit identifiers.
- Applying approved document type identifiers.
- Recording version numbers and issue dates.
- Maintaining consistency across all IMS documents.
- Updating document details when revisions occur.

The approved numbering convention is:

Business Unit	Description	Document Type	Description
IMS	Integrated Management System	PO	Policy
HS	Health & Safety	PR	Procedure
OP	Operations	MP	Management Plan
HR	Human Resources & Employment	RA	Risk Assessment
TR	Training	SWMS	Safe Work Method Statement
MT	Maintenance	FO	Form
AD	Administration	RG	Register
		TA	Training Assessment
		SD	Standard

3. Distribute and Access Documents

Current approved documents shall be made available to relevant personnel.

This shall include:

- Maintaining electronic document storage locations.
- Uploading current versions to approved systems.
- Making documents available through the MCK Group App where applicable.
- Ensuring critical operational documents are available at site level through the MCK Group App, hard copy systems or other approved methods.
- Communicating significant document changes to affected personnel.

Document updates may be communicated through:

- Toolbox talks
- Inductions
- Supervisor communications
- Safety meetings
- Electronic notifications

4. Control Revisions and Superseded Documents

Document revisions shall be controlled to prevent unintended use of obsolete information.

This shall include:

- Updating version numbers following document changes.
- Recording document revisions within the IMS Document Register.
- Removing superseded documents from active use.
- Archiving obsolete documents within the Superseded Documents Register.
- Clearly identifying archived documents as superseded where retained for reference purposes.

Major changes shall result in a full version update (e.g. V2.0 to V3.0), while minor administrative changes may be issued as a sub-version (e.g. V2.0 to V2.1).

5. Review and Improve Document Control Processes
Document control activities shall be reviewed to ensure ongoing effectiveness of the IMS.

This shall include:

- Reviewing documents before review due dates.
- Reviewing documents following legislative or organisational changes.
- Reviewing documents following incidents, audit findings or corrective actions.
- Monitoring document control performance through audits and management reviews.
- Implementing improvement opportunities where identified.

Records

The following records may be retained where relevant to document control activities.

Record	Responsibility	Retention Location
IMS Document Register	Administration	IMS Registers
Superseded Documents Register	Administration	IMS Registers
Document Review Records	Operations Manager	IMS Registers
Internal Audit Records	Operations Manager	Inspection & Audit Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- IMS Document Register
- Superseded Documents Register
- IMS-PR-004 Internal Audit Procedure
- Incident / NCR / Corrective Action Register
- Inspection & Audit Register
- IMS Management Review Register
- MCK Group App
- ISO 9001:2015 Quality Management Systems
- ISO 14001:2015 Environmental Management Systems
- ISO 45001:2018 Occupational Health and Safety Management Systems

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.