***This document is a controlled document held by the Environmental Management System***

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1. ***Introduction & Purpose***

Environmental records provide the evidence that product design meets their design input requirements, that manufacturing processes are sufficiently stable and capable, that finished products conform to specifications, that the Environmental Management System is implemented, and that it is effective. Where required, records also include traceability information.

This document defines the process for the correct retention, maintenance, storage, control and assignment of responsibilities of Environmental Records to provide evidence of conformity to requirements and ensure the effective management of NRS Environmental Management System**.**

1. ***Application & Scope***

This procedure applies to all records demonstrating conformity of products, processes, and the Environmental Management System.

1. ***Establishment of Records***



1. ***Identification***

Records identify or reference the product, process, person or event to which they pertain. Records are dated and identify the function or person who established the record. In some cases, records contain a unique number or reference a unique number relating to another document to provide identification i.e., Invoices, Despatch notes etc.

1. ***Storage***

Records are typically filed numerically with the most recent records at the front of the file and grouped to facilitate their retrieval. Binders, drawers, cabinets, computer disks etc., containing records are clearly labelled with identification of their contents.

Records are stored in dry and clean locations. Records and other EMS documents should not be stored in private desk drawers or other obscure locations that are not generally known.

Electronic records are backed-up by the I.T. System Administrator

1. ***Records List:***

Forms, procedures, documents and records are all listed on the controlled document register.

Management are responsible for maintain the following records for a minimum period of 7 years or as required by statutory, regulatory and/or contractual requirements, whichever is the longer, in order to demonstrate conformity to the requirements and effective operation of the Environmental Management System.

1. ***Disposal of records***:

The disposal method for all documents and records unless otherwise stated is shredding.

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|  | **Signature** | **Position** | **Date** |
| **Approved by:** |  | **MD** |  |

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