



CONTROL OF DOCUMENTS (POLICIES & PROCEDURES) POLICY

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**CONTROL OF DOCUMENTS
(POLICIES & PROCEDURES) POLICY**

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1. Purpose

The Policy for Control of Documents and Records provides guidance to Health Dynamics Pty Ltd T/A Vibe Natural Health staff to manage the documents (Policies & Procedures), data and records being generated in the Health Dynamics Pty Ltd T/A Vibe Natural Health in an effective controlled manner.

2. Scope

This policy is applicable to all types of documents, records and data being maintained by the Health Dynamics Pty Ltd T/A Vibe Natural Health .

3. Responsibility

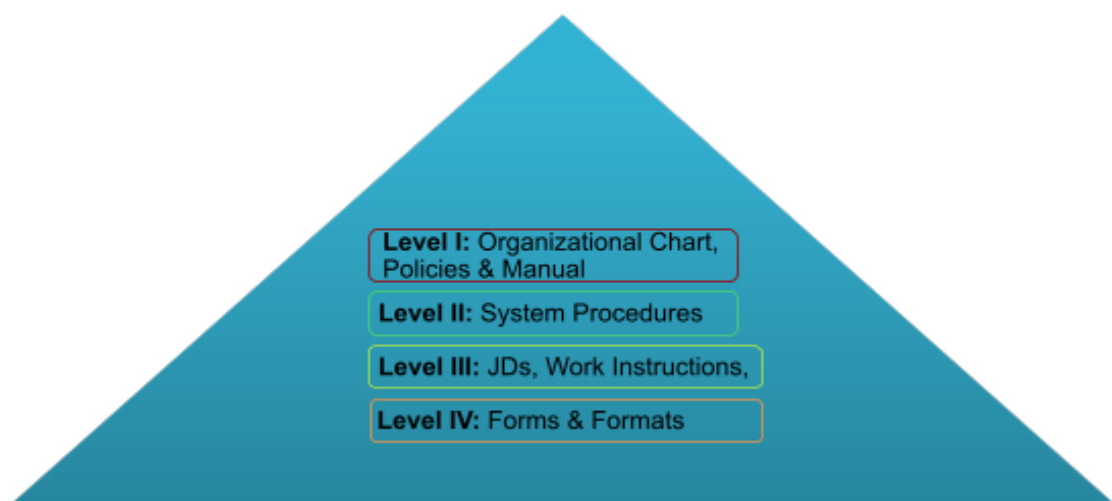
3.1 Directors and Managers are responsible:


- For the acceptance / rejection of Document Change Request Form raised on the current revisions of departmental documents.
- To conduct an annual review of all documents with related personnel for their effectiveness and continued suitability.
- To ensure that all departmental documents are properly identified.
- For the custody of all the System / departmental documents that are issued to display in the department.
- To maintain the Master List of departmental records.

4. Procedure

4.1 Levels of Documents

The documents are categorized into four levels due to their nature.



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4.1.1 It is the responsibility of Directors and managerial staff to ensure that all documents (Policies & Procedures) which are being maintained in the soft shall be considered nonconformity.

4.2 Documents in Electronic Form

All Documents kept in electronic form shall be backed up (after every major change has been made) on writable discs to ensure their safe keeping and backup in case of any problem.

4.3 Control of Records

4.3.1 Records are kept in hard form (if necessary) as well as in soft form; the soft forms are regularly backed-up to ensure availability of critical data in case of any accident or incident leading to loss of such data.

4.3.2 All records are held secure, in confidence and only eligible persons are authorized to check them.

4.3.3 All records are maintained in such conditions that must prevent damage and deterioration.

4.3.4 If any mistakes occur in the records, each mistake would be crossed not erased and authorized personnel would sign against them.

4.3.5 Master List of Records will be maintained to control the records which contain the following:


File #	What is the File # where the specific data is contained?
Record Code	Code given on each record
Retention Period	Each record is allotted with a specific time period after which it is disposed of. It is the responsibility of concerned Directors and Managers for the disposal of records.

4.4 Access and Disposal of Obsolete Documents and Retained Records

4.4.1 Concerned Directors and Managers have the authority to access the obsolete documents.

4.4.2 When the retention period of records expires, concerned Directors and Managers review the validity and usefulness of records respectively. He then decides whether to:

- a. Destroy and shred the record through shredder in his / appointee's presence.

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b. Create scanned images for reference purposes, in case of any requirements in the future, and then shred them through shredder in his / appointee's presence.

4.4.3 Obsolete documents after completion of their retention period are shredded in the presence of concerned Directors and Managers respectively.

4.5 File Management

Health Dynamics Pty Ltd T/A Vibe Natural Health has established a filing system to manage and control all the files, folders and registers being maintained which provides the details about uniquely identifying and file labeling.

5. Associated Documents and Records

- Master List of Documents
- Master List of Records
- Master List of Files and Folders
- External Origin Documents List
- Document Change Request form