



MAGNUM CONSTRUCTION SERVICES INC.

RECORDS MANAGEMENT & DOCUMENT CONTROL POLICY

Document Code: MCS-ADM-04 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

This policy establishes the framework for creating, controlling, distributing, and retaining all corporate and project documents to ensure that **accurate, current, and approved information** is available where and when needed.

Its objectives are to:

- Guarantee compliance with **ISO 9001, ISO 45001, ISO 14001**, and client documentation requirements.
 - Protect the integrity, confidentiality, and traceability of corporate and project records.
 - Prevent the use of obsolete or unauthorized documents.
 - Support transparency, accountability, and continuous improvement throughout the organization.
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2. SCOPE

Applies to all Magnum Construction Services Inc. employees, subcontractors, consultants, and partners involved in generating, reviewing, or maintaining records and documents in any format — physical or digital — across all offices and job sites.

3. REFERENCES

- **ISO 9001:2015** Clause 7.5 – Documented Information
- **ISO 45001:2018** Clause 7.5 – Documented Information
- **ISO 14001:2015** Clause 7.5 – Documented Information



- **Magnum Corporate Management System Manual (MCS-CORP-05)**
- **Corporate Audit & Review Procedure (MCS-CORP-09)**

4. DEFINITIONS

Term	Definition
Document	Controlled information describing <i>what to do</i> (e.g., policy, procedure, work instruction, form).
Record	Objective evidence showing <i>what was done</i> (e.g., signed forms, reports, inspection logs).
Document Owner	Person or department responsible for content accuracy and timely revision.
Controlled Copy	Verified, up-to-date version of a document under change control.
Uncontrolled Copy	Informational copy not guaranteed to be current.

5. ROLES & RESPONSIBILITIES

Role	Responsibility
Executive Director / CEO	Approves policy and ensures companywide adherence.
Document Control Coordinator (DCC)	Maintains the master document register, assigns document numbers, manages distribution, and archives obsolete versions.
Department Heads / Project Managers	Ensure documents and records used in their areas are current and properly stored.
All Employees and Subcontractors	Use only approved documents and submit completed records promptly.



6. DOCUMENT CONTROL PROCESS

6.1 Document Creation & Approval

1. Author drafts document using approved template.
2. Department Head reviews for accuracy and compliance.
3. DCC assigns **document code, revision number, and effective date**.
4. Executive Director approves final issue.

6.2 Numbering Convention

Format: MCS-[Dept/Type]-[Sequential No.]

Example: MCS-CORP-09 = Corporate Audit & Review Procedure.

6.3 Revision Control

- Every update triggers a **new revision number and revision log entry**.
- Superseded versions are clearly stamped “OBSOLETE” and archived for five (5) years.
- Revised documents distributed electronically with change summary.

6.4 Distribution & Access

- Controlled copies stored in **central digital repository** (SharePoint / secure server).
- Field and site trailers maintain current printed copies of key procedures.
- Access limited to authorized personnel by department and role.

6.5 Obsolete Documents

- Retrieved immediately upon replacement.
- Retained electronically in an “**Archive**” **folder** labeled with revision history.

7. RECORDS MANAGEMENT

7.1 Record Creation & Retention



All completed forms, logs, and reports become corporate records and must:

- Be **legible, dated, and signed** by the responsible party.
- Reference applicable project or procedure number.
- Be stored in the designated repository within **48 hours** of completion.

Record Type	Minimum Retention Period	Responsible Owner
Safety Records (incidents, training)	5 years	HSE Director
Quality Inspection Reports & ITPs	Life of Project + 3 years	QA/QC Manager
Environmental Logs & Permits	5 years	Environmental Manager
Financial Documents	7 years	CFO
Employment Records	7 years post separation	HR Director
Project Contracts & Drawings	10 years minimum	Project Director
Audit Reports & CAR Logs	5 years	Quality & EHS Director

7.2 Storage & Security

- Digital records stored on secure, access-controlled servers with **daily backups**.
- Physical records kept in locked fire-resistant cabinets.
- Confidential records labeled “**Restricted**” and encrypted if transmitted electronically.

7.3 Disposal

Upon expiration of retention period:

- DCC authorizes destruction in compliance with privacy and legal requirements.
 - Digital records permanently deleted; physical records shredded or securely incinerated.
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8. AUDIT & MONITORING

- Internal audits (MCS-CORP-09) verify compliance with this policy at least annually.
 - Non-conformities documented and tracked to closure in the Corrective Action Register (CAR).
 - Random spot checks confirm only current revisions are in use.
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9. TRAINING & AWARENESS

- All employees receive training on document control and records management during orientation.
 - Refresher training conducted every two (2) years or following major system changes.
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10. CONTINUAL IMPROVEMENT

Feedback from audits, lessons learned, and user suggestions is reviewed quarterly to refine the document control process and enhance efficiency.

11. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate Quality & EHS Director		_____	_____