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	Annex O - Documented Information Retention Policy			Document Ref: OHSMS-070

Purpose:	To establish retention, protection, retrieval, archiving and disposal requirements for OHSMS documented information.
Scope:	This policy applies to physical and electronic OHSMS documents and records held by Company functions and projects.
Duties & Responsibilities	(1) <u>ISO Manager (IM)</u> : Maintains the retention schedule and authorises disposal. (2) <u>Information Technology (IT)</u> : Maintains electronic security, backup and recovery. (3) <u>Safety and Health Officer (SHO)</u> : Determines technical and legal OHS retention needs. (4) <u>Head of Department (HOD)</u> : Protects and retains departmental records. (5) <u>Project Manager (PM)</u> : Protects, transfers and closes project records. (6) <u>Document Users</u> : File records correctly and prevent unauthorised disposal.
ISO Reference:	MS ISO 45001:2018 Clause 7.5.3

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 7.5.3

Abbreviation & Definition	
HOD	Head of Department
IM	ISO Manager
IT	Information Technology
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Retention Principles</u> 1.1 Retention Basis Records shall be retained for legal, contractual, operational, evidential and historical needs and for the period stated in the approved schedule. 1.2 Longer Requirement A legal, contractual, client, insurance or investigation requirement for a longer period shall override the normal Company period. 1.3 Legal Hold Records subject to litigation, investigation, claim or authority instruction shall not be destroyed until formal release.	IM / SHO / HOD / PM	Retention Schedule; OHSMS-06K

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Step	Activity	PIC	Reference
2	<u>Retention Categories</u> 2.1 Governance Documents Policies, manuals, scopes, approvals and management review records shall be retained while current and for at least seven years after supersession. 2.2 Operational Records Risk assessments, permits, inspections, monitoring, training and contractor records shall be retained for at least seven years unless a longer period applies. 2.3 Incident and Health Records Incident, occupational health, exposure and medical surveillance records shall be retained for the applicable statutory period or longer where required. 2.4 Project Records Project OHS records shall be retained for at least seven years after completion or for the contract period where longer.	IM / SHO / HOD / PM	Retention Schedule
3	<u>Filing and Storage</u> 3.1 Classification Records shall be filed by document code, function, project, subject, date and retention category. 3.2 Physical Storage Physical records shall be stored in secure, dry and controlled locations with access limited according to sensitivity. 3.3 Electronic Storage Electronic records shall be stored in approved systems with access controls, version protection and reliable retrieval.	IM / IT / HOD / PM / Document Users	OHSMS-07P; Filing Index
4	<u>Protection, Backup and Recovery</u> 4.1 Protection Records shall be protected from loss, damage, unauthorised access, alteration, disclosure and premature destruction. 4.2 Backup IT shall maintain scheduled backups for approved electronic repositories and protect backup copies from the same event affecting primary records.	IT / IM	Backup Record; Recovery Test Record

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	4.3 Recovery Recovery capability shall be tested periodically and significant failures shall be corrected and recorded.	IT / IM	Backup Record; Recovery Test Record
5	<u>Access and Confidentiality</u> 5.1 Access Access shall be provided according to role, legal rights, contractual duties and operational need. 5.2 Confidential Records Medical, personal, investigation and legally privileged records shall receive enhanced confidentiality controls. 5.3 External Release Records shall be released externally only with appropriate authority and after confidentiality and legal requirements are reviewed.	IM / SHO / HOD / PM / Docu nt Users	Access Register
6	<u>Transfer and Archiving</u> 6.1 Project Close-Out The PM shall transfer required project records to the designated repository using the approved filing index. 6.2 Archive Control Archived records shall remain identifiable, readable, retrievable and linked to the responsible function or project. 6.3 Media Review The IM and IT shall review storage media and migrate records where technology or deterioration threatens accessibility.	IM / IT / HOD / PM	Archive Register; OHSMS-07P
7	<u>Disposal and Review</u> 7.1 Disposal Approval The IM shall verify expiry, absence of legal hold and owner agreement before authorising disposal. 7.2 Secure Disposal Confidential records shall be destroyed securely and electronic copies shall be deleted from active repositories according to approved methods. 7.3 Disposal Record The record description, period, approval, disposal date and method shall be recorded.	IM / IT / SHO / HOD / PM	Disposal Register; Retention Schedule

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Step	Activity	PIC	Reference
	7.4 Policy Review The retention schedule shall be reviewed when legal, contractual, system or business requirements change.	IM / IT / SHO / HOD / PM	Disposal Register; Retention Schedule

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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