

## **BI-SPA.93.10 Information on site is controlled**

### ***Expectation***

Requirements for gathering, storing, sharing and deleting/destroying information are managed in line with prevailing internal and external mandates.

### ***Specify***

Information on site is controlled to meet external and site expectations by:

1. Identifying relevant documentation required to be generated and maintained by regulatory and legal obligations, company requirements, policies and standards (with mapping of these requirements to site business input activities)
2. Processes, procedures and associated training and assessment resources are developed to guide workers, supervisors, technical workers and leaders on creating and/or identifying records to be included in the site information management system
3. Nominated roles are accountable and responsible for generating and controlling information on site activities and equipment - with support from a relevant functional department (if available)
4. Record destruction is included in site processes in line with company and legal guidance materials

### ***Implement***

1. Training is conducted on storing, maintaining and accessing information from the site system
2. Required records are identified by technical and supervisory workers and is included in the site information management system
3. Information is distributed, shared and communicated in line with requirements
4. External to site information flows are included in site information control systems

### ***Monitor***

1. Training records are kept in line with worker's training needs analyses (TNA's) and expiry dates trigger requirements for follow up training
2. Reports are provided on the flows of information into and from the site information management systems and non-conformance are advised to senior site leaders for action
3. Confidential information is reported on in a way which precludes identifying parties involved and/or subjects covered
4. Audits of Safety Management systems confirm that the site Information Control elements of the HSMS are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required