

1 Purpose of this Standard

The purpose of this standard is to ensure that Document Management professionals contribute to the safety of any physical or intangible assets, or people, and aids in environmental consciousness at all times by ensuring that personnel have the appropriate documentation to work with at the correct time.

2 Risks of non-compliance

The risks of not complying with this standard include:

- Documentation and data may become distributed without proper controls
- Prudency on deliverables may falter
- Individuals at different organizations using the information may be at risk of injury if use/approval of documentation or data content is not appropriately identified
- Individuals, property, or the environment may be at risk if information is either not current with changes, or unavailable for activities
- Requirements for land reclamation or other permitted activities may not be appropriately communicated
- HSE audits and investigations are impeded

3 Overview

Document Management professionals must always consider the safety impacts to all humans, animals, and the environment when creating workflows and processes. Protection of an organization's asset must also be at the forefront of all activities related to communicating information.

For the engineering sector, engineering design communication; during design phases, construction, and operations and maintenance must be clear in its intended purpose, that it is accurate and current, that appropriate measures have been taken for technical review, and well communicated documentation and data is delivered in an appropriate timeline so as to ensure that personnel have the information to safely perform their job functions.

For non-engineering sector industries, any information contained within documentation or data files must always be up to date and clear on its intended purpose to ensure the safety of individuals who rely on the information to make decisions or take action.

Delivery of health risk, safe handling information, and operating procedures with or prior to delivery and use of equipment and/or materials is essential.