

SYDNEY TRAMWAY MUSEUM

Safety Records Retention Schedule					
Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
Staff Competency Records	5 years	Main Office	Rail Safety Manager	Archived	
Staff Medical Report Notifications	5 years	Main Office	Rail Safety Manager	Shredder	
Staff Training Records	5 years	Main Office	Rail Safety Manager	Archived	
Third Party Audits	5 years	Main Office	Rail Safety Manager	Archived	
Track Certification Records	5 years	Main Office	Rail Safety Manager	Archived	
Traffic Notices	5 years	Main Office	Rail Safety Manager	Archived	

NB: Archived records means that the records will be archived in the STM Archives.

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Safety Records Retention Schedule

Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
Accident/Incident Investigation Reports	5 years	Main Office	Rail Safety Manager	Archived	
Accident/Incident Notification of Occurrences to ITSR and OTSI	5 years	Main Office	Rail Safety Manager	Shredder	ITSR & OTSI will have them archived
Assessment Form for Rail Safety Watcher and Track Awareness (STM6181)	5 years	Main Office	Rail Safety Manager	Shredder	
Calibration Sheets and Certificates	5 years	Main Office	Rail Safety Manager	Archived	
Change Requests (STM6169)	5 years	Main Office	Rail Safety Manager	Archived	
Competency Data Collection Form (STM6175)	5 years	Main Office	Rail Safety Manager	Shredder	
Contract Records	5 years	Main Office	Rail Safety Manager	Archived	
Design Records	5 years	Main Office	Rail Safety Manager	Archived	
Electrical Equipment Registers	5 years	Electricians Office	Rail Safety Manager	Shredder	
Incident Trend and Analysis reports	5 years	Main Office	Rail Safety Manager	Archived	
Internal Audit Records.	5 years	Main Office	Rail Safety Manager	Archived	
Management Review Meeting Minutes	5 years	Main Office	Rail Safety Manager	Archived	
Occurrence Reports	5 years	Main Office	Rail Safety Manager	Archived	Used for further analysis
Obsolete SMS procedures	2 years	Main Office	Rail Safety Manager	Shredder	Electronic copies available
Register of Worker Injury	5 years	Main Office	Rail Safety Manager	Shredder	
Regulatory Reports	5 years	Main Office	Rail Safety Manager	Archived	
Risk Assessment Records	5 years	Main Office	Rail Safety Manager	Archived	
Rolling Stock Certification Records	5 years	Main Office	Rail Safety Manager	Archived	
Safety Audit Records	5 years	Main Office	Rail Safety Manager	Archived	

Document Control Record

1. Document Details:

Name: SAFETY RECORD RETENTION SCHEDULE

Number: STM6006

Version Number: 1.6~~5~~

- Document Status:** Working Draft
 Approved for Issue
 Archived

Next Scheduled Review Date: _____

2. Version History:

Version Number	Date	Reason/Comments
1.0	14/08/2007	Initial issue
1.1	15/05/2008	Added obsolete procedures.
1.2	19/06/2008	Revised Disposal method and some safety records.
1.3	19/12/2008	Added additional records to list
1.4	15/03/2010	Added Occurrence Reports (STM6033)
1.5	18/07/2010	Changed ITSRR to ITSR
1.6	31/01/2011	Added more documents

Approved by _____ **Signature & Date** _____

3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	