



SYDNEY TRAMWAY MUSEUM

DOCUMENT AND DATA CONTROL

MAY-AUGUST 2008

Document Control Record

1. Document Details:

Name: Document and Data Control

Number STM 6061

Version Number: 1.2

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	14/09/2006	Initial draft
1.1	31/5/2008	Review of Document
<u>1.2</u>	<u>31/08/2008</u>	<u>Added Document Management</u>

Approved by **Signature & Date**

3. Distribution List

Position	Date	Copy Issued to (Yes/No)	Copy No.	Received
Rail Safety Manager	<u>31/8/2008</u>	Y	1	

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1. Purpose

To have adequate control over Documents and Data so that only current documents and data are used within STM.

2. Scope

Documents generated internally or of external origin.

3. Definitions

Data: Raw information

DCIR: Document Control Issue Register (STM6036)

Document: Documents describe or control how things are done

Form: Blank format used for entering data

Records: Records are generated as a result of an activity

When data is entered on a form it becomes a record or a document

A document can sometimes become a record

RSM: Rail Safety Manager

STM – Sydney Tramway Museum

4. Procedure

Within STM a Document Control Issue Register (STM6036) is maintained by the Rail Safety Manager (RSM). The DCIR lists the types of Documents and Forms, etc available.

4.1 Document and Data Control (Internal)

Document Control Record (DCR) and Document Control Issue Register (DCIR) detail how adequate controls are maintained for this purpose. All controlled documents will be authorised by RSM.

The personnel controlling the document will maintain a register to indicate the current status. It will be the responsibility of the issuing person to ensure the following:

- Documents are made available in locations as appropriate.
- Documents are of current issue.
- Obsolete documents are removed from use.

4.2 External Documents and Data

Drawings and Data: Upon receipt of Drawings and Data it will be reviewed, approved, issued and controlled by RSM as described in DCR

Standards: Australian Standards will be controlled and maintained by the RSM.

Government Regulations: These documents will be maintained by the RSM as and when received.

Electronic Data: Within STM documents, Forms, and Data are generated through computer using different packages. When these are generated through the computer they are stored on the hard drive, server or individual discs.

Documents, Forms and Data that are essential are backed up and secured outside museum premises organised by the RSM. Personnel within STM can retrieve information from the

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computer pertaining to their activity or area of involvement or from the STM Web site. Any changes or modifications to documents and data are to be carried only with the approval of authorised persons.

4.3 **Document and Data Changes:**

Any modifications to documents and data will be routed through the RSM. These documents and data will be reviewed and approved prior to distribution. Where practical the nature of the change will be identified in the document or an appropriate attachment.

When obsolete documents and data are retained for reference they will be clearly marked as obsolete or as appropriate.

Controlled documents and data will be of current issue. Holder of an uncontrolled document will be issued with an update if found necessary.

5. **Document and Data Management**

5.1 **SMS Docuemnation**

Full SMS forms, procedures, manuals, etc are maintained on computer. The SMS documentation are currently maintained and held on the Traffic Manager's personal computer which is located at his home. Copies of the SMS documentation are downloaded onto CD's and given to the Rail Safety Manager, Geoff Graham and Richard Clarke at regular intervals as backups as the Museum's computer cannot handle the amount of data required.

All obsolete documents, etc are archived on the same computer.

The SMS documentation is also available on the Museum's web site and is updated regularly by the Traffic Manager sending the Museum's web master copies of the documentation via a CD.

Also one hard copy of the SMS is maintained by the RSM and is stored in the Museum's office, located above the substation.

5.2 **Other Docuemnation**

Other documentation is stored at various locations (member's houses) as the Museum does not have adequate secure storage and it is easier for the members, being volunteers, to maintain the data at their homes in their own time. Access to this documentation can be made by requesting the particular person to bring the documentation to the Museum.

As the documentation is stored off site, ITSRR should notify the RSMT, when they are about to do an audit, the areas to be audited so that the necessary documentation can be brought to the Museum for review.

6. **Related Documents**

Master Document Register (*STM6001*)

Document Control Record (*STM6002*)

Document Control Issue Register (*STM6036*)