

Document Control Record

1. Document Details:

Name: SAFETY RECORD RETENTION SCHEDULE

Number: STM6006

Version Number: 1.1~~3~~2

- 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
1.7	31/10/2011	Added more documents
1.8	28/02/2013	Added more documents
1.9	31/12/2013	Added more documents and changed ITSR & OTSI to ONRSR
1.10	17/10/2014	Added Tramcar Registration Compliance Audit Records (STM6076)
1.11	18/08/2015	Add SMWS details and amend some document numbers
1.12	29/04/2016	Added Safe Work Method Statements
1.13	8/05/2020	Corrected some document numbers and added more documents.-

Approved by _____ **Signature & Date** _____

3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer

SYDNEY TRAMWAY MUSEUM

Safety Records Retention Schedule

	Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
1	Accident/Incident Investigation Reports	5 years	Main Office	Rail Safety Manager	Archived	
2	Accident/Incident Notification of Occurrences to ONRSR	5 years	Main Office	Rail Safety Manager	Shredder	ONRSR will have them archived
3	Assessment Form for Rail Safety Watcher and Track Awareness (STM6036181)	5 years	Main Office	Rail Safety Manager	Shredder	
4	Calibration Sheets and Certificates	5 years	Main Office	Rail Safety Manager	Archived	
5	Change Requests (STM6013)	5 years	Main Office	Rail Safety Manager	Archived	
6	Competency Data Collection Form (STM6175STM6127)	5 years	Main Office	Rail Safety Manager	Shredder	
7	Contract Records	5 years	Main Office	Rail Safety Manager	Archived	
8	Design Records	5 years	Main Office	Rail Safety Manager	Archived	
9	Electrical Equipment Registers (STM6132STM6124)	5 years	Electricians Office	Rail Safety Manager	Shredder	
10	Gift Acknowledgement forms (STM5016)	5 years	Main Office	Rail Safety Manager	Archived	To be kept for STM History purposes.
11	Incident Trend and Analysis reports	5 years	Main Office	Rail Safety Manager	Archived	
12	Internal Audit Records.	5 years	Main Office	Rail Safety Manager	Archived	
13	Listing of Dewirements (STM6189STM6111)	5 years	Main Office	Rail Safety Manager	Shredder	Used for analysis and reporting
14	Operational Performance Documents	5 years	Main Office	Rail Safety Manager	Shredder	
15	Proceed orders (STM6037)	2 years	Main Office	Operations Manager	Shredder	
16	Obsolete SMS procedures	2 years	Main Office	Rail Safety Manager	Shredder	Electronic copies available
17	Occurrence Reports (STM6033)	5 years	Main Office	Rail Safety Manager	Archived	Used for further analysis
18	Overhead Pole Inspection Reports (STM6107)	5 years	Main Office	Rail Safety Manager	Shredder	
19	Register of Worker Injury (STM6069)	5 years	Main Office	Rail Safety Manager	Shredder	

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Safety Records Retention Schedule						
	Title of Safety Record	Retention Period	Location of Record	Position Responsible for Removal	Disposal Method	Comments
20	Regulatory Reports	5 years	Main Office	Rail Safety Manager	Archived	
21	Rail Safety Management Meeting Minutes & Reports	5 years	Main Office	Rail Safety Manager	Archived	Electronic copies available
22	Risk Assessment Records	5 years	Main Office	Rail Safety Manager	Archived	
23	Tramcar Certificate of Safety Records (STM6084)	5 years	Main Office	Rail Safety Manager	Archived	
24	Safe Method Work Statements	5 years	Main Office	Rail Safety Manager	Archived	
25	Safety Performance Audit Records	5 years	Main Office	Rail Safety Manager	Archived	
26	Safety Interface Register (STM6193)	5 years	Main Office	Rail Safety Manager	Archived	
27	Staff Competency Records	5 years	Main Office	Rail Safety Manager	Archived	
2728	Staff Medical Report Notifications	5 years	Main Office Ham's home	Rail Safety Manager	Shredder	
29	Staff Training Records	5 years	Main Office	Rail Safety Manager	Archived	
30	Third Party Audits	5 years	Main Office	Rail Safety Manager	Archived	
31	Track Certification Records	5 years	Main Office	Rail Safety Manager	Archived	
32	Traffic Notices	5 years	Main Office	Rail Safety Manager	Archived	
33	Tramline Access Agreement (STM6131)	5 years	Main Office	Rail Safety Manager	Archived	
34	Tramcar Registration Compliance Audit Records (STM6076)	10 years	Main Office	Rail Safety Manager	Archived	
35	Trolley wire Inspection Check Sheets (STM6108)	5 years	Main Office	Rail Safety Manager	Archived	
36	Trolley wire /Maintenance Reports (STM61089)	5 years	Main Office	Rail Safety Manager	Archived	

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