



PRIFYSGOL
BANGOR
UNIVERSITY

Environmental Management System

Document and Record Control Procedure

Document Reference	BUEMS / Document and Record Control Procedure
Revision	4
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Approved by	Campus Environmental Performance Team
Date of Implementation	14/01/22
Date of next review	2024
Supersedes	2E – Records Control Procedure 4C - Documents Control Procedure

ISO 14001:2015 Clauses
7.5.2; 7.5.3

Document and Record Control Procedure

Scope

This procedure sets out how Bangor University maintains and retains its environmental records to ensure (i) the effective functioning of the Environmental Management System (EMS), and (ii) compliance with environmental, legal and other requirements. The procedure details the method for preparing, approving, circulating, controlling and updating EMS related documentation.

Procedure

1. Campus Wellbeing holds all EMS documentation and is responsible for issuing, maintaining and disposing these documents. All controlled documents shall be legible and easily identifiable by means of:
 - title of document
 - the date of issue
 - an issue number
 - reference to superseded document (if applicable)
2. Campus Wellbeing are responsible for disposing of obsolete documents which will be retained in accordance with the retention schedule. To prevent inadvertent use, superseded documents are filed into an Archive file named by the year of archive.
3. Campus Wellbeing are responsible for ensuring that all environmental records, as specified in Table 1 below, are maintained and retained in accordance with the specified retention schedule.
4. All records will be retained in a legible, identifiable and traceable format within the Bangor University's IT systems, which are backed up regularly and only accessible to those with granted access. Any public facing documents will be uploaded onto the Environment website by Campus Wellbeing as PDF versions.
5. Campus Wellbeing will make records available to relevant personnel as and when required (for example during internal and external audits, for data quality assurance, and for statutory compliance purposes).

Table 1: Environmental Records Retention Schedule

Records	Retention Period (unless Superseded)	Responsible Person / Department
Data Collection Tables/Statistics	10 years for annual figures	Campus Wellbeing
Environmental Review	5 years	Campus Wellbeing
Objectives & Targets	5 years	Campus Wellbeing
Communications Log	5 years	Campus Wellbeing
Environmental Incident Reports	10 years	Campus Wellbeing
Monitoring Records	5 years	Campus Wellbeing
Audit Reports	5 years	Campus Wellbeing
Non-Conformance Reports	5 years	Campus Wellbeing
Training Records	5 years	Campus Wellbeing
Waste Transfer Notes	2 years (statutory)	Campus Wellbeing / Waste Contact
Hazardous Waste Consignment Notes	3 years (statutory)	Campus Wellbeing / Waste Contact
Environmental Authorisations e.g., Licenses, Permits, Registrations or Exemptions	Indefinite	Campus Wellbeing
Management Review Minutes	5 years	Campus Wellbeing
Environmental Statement / Report	5 years	Campus Wellbeing
Obsolete Documents	5 years	Campus Wellbeing