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	Annex N - Documented Information Structure			Document Ref: OHSMS-07N

Purpose:	To define the hierarchy, identification and control structure for OHSMS documented information.
Scope:	This document applies to internal and external documented information required for the OHSMS and its processes.
Duties & Responsibilities	(1) <u>ISO Manager (IM)</u>: Controls the OHSMS document hierarchy and master index. (2) <u>Safety and Health Officer (SHO)</u>: Reviews technical OHS content and applicability. (3) <u>Head of Department (HOD)</u>: Prepares and controls departmental documents. (4) <u>Project Manager (PM)</u>: Controls project-specific documents and records. (5) <u>Document Users</u>: Use current approved documents and protect records.
ISO Reference:	MS ISO 45001:2018 Clause 7.5

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 7.5

Abbreviation & Definition	
HOD	Head of Department
IM	ISO Manager
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Documented Information Hierarchy</u> 1.1 Level 1 Level 1 comprises the OHS policy, OHSMS manual, scope and documents describing system direction and governance. 1.2 Level 2 Level 2 comprises procedures defining responsibilities, methods, controls and interactions for OHSMS processes. 1.3 Level 3 Level 3 comprises plans, work instructions, safe work methods, guidelines, specifications and project controls, forms, registers, checklists, reports and completed records providing evidence of implementation.	IM / SHO / HOD / PM	OHSMS Master Index

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Step	Activity	PIC	Reference
2	<u>Document Identification</u> 2.1 Document Code Each controlled document shall have a unique code identifying the function, document type and sequence. 2.2 Document Information Documents shall display the title, reference, revision, effective date, page control, originator, verifier and approver as applicable. 2.3 Naming Consistency Electronic filenames shall correspond with the approved document title, code, revision or effective date.	IM / HOD / PM	OHSMS-07N; Master Index
3	<u>Creation and Approval</u> 3.1 Preparation The responsible HOD or PM shall prepare clear, suitable and accessible documented information using the approved format. 3.2 Technical Review The SHO shall review documents containing OHS legal, risk or operational control requirements. 3.3 Approval Documents shall be approved by authorised personnel before issue, revision or use.	IM / SHO / HOD / PM	Document Control Procedure
4	<u>Master Index and Distribution</u> 4.1 Master Index The IM shall maintain the current title, code, revision, owner, approval date, distribution and retention status. 4.2 Controlled Access Current documents shall be available at points of use through controlled electronic access or authorised hard copies. 4.3 Obsolete Documents Superseded documents shall be removed from use and marked or segregated where retained for reference.	IM / HOD / PM	Master Index; Distribution Register

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5	<u>External Documented Information</u> 5.1 Identification External documents include laws, standards, client requirements, drawings, manuals, specifications and authority documents needed for OHSMS operation. 5.2 Control The responsible HOD or PM shall identify the current version, source, distribution and applicable use. 5.3 Updates External document changes shall be reviewed and communicated before affected work continues.	IM / SHO / HOD / PM	External Document Register
6	<u>Use, Storage and Protection</u> 6.1 Document Use Document users shall verify the current revision before use and shall not make unauthorised changes. 6.2 Protection Documents and records shall be protected from loss, damage, unauthorised access, unintended alteration and loss of confidentiality. 6.3 Retrieval Filing and indexing shall support timely retrieval according to function, project, subject and retention category.	IM / HOD / PM / Docume nt Users	OHSMS-07O; OHSMS-07P
7	<u>Review and Change Control</u> 7.1 Review Document owners shall review suitability when processes, risks, legal duties or organisational arrangements change. 7.2 Revision Control Changes shall be identified, reviewed, approved and recorded in the revision history before issue. 7.3 Records Approval, distribution, acknowledgement, revision and withdrawal evidence shall be retained.	IM / SHO / HOD / PM	Document Change Record

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Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 September 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 September 2026
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