

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex P - Company Filing Index (CFI) For OH&S Management			Document Ref: OHSMS-07P

Purpose:	To establish a consistent Company Filing Index for identifying, storing and retrieving OHSMS documented information.
Scope:	This document applies to OHSMS files maintained by Company functions, workplaces and projects in physical or electronic form.
Duties & Responsibilities	(1) <u>ISO Manager (IM)</u> : Owns the CFI and controls index changes. (2) <u>Safety and Health Officer (SHO)</u> : Defines technical OHS filing categories. (3) <u>Head of Department (HOD)</u> : Maintains departmental files using the CFI. (4) <u>Project Manager (PM)</u> : Maintains and closes project files using the CFI. (5) <u>Document Users</u> : File and retrieve records using approved references.
ISO Reference:	MS ISO 45001:2018 Clause 7.5.3

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 7.5.3

Abbreviation & Definition	
CFI	Company Filing Index
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>CFI Structure and Control</u> 1.1 Index Ownership The IM shall maintain the master CFI and approve additions, amendments, transfers and closure of file references. 1.2 File Reference Each file shall have a unique category, subject, function or project identifier and sequence number. 1.3 Index Information The CFI shall record the file title, reference, owner, location, access level, opening date, status, retention period and disposal date.	IM / SHO / HOD / PM	OHSMS-07P; Master CFI

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Step	Activity	PIC	Reference
2	<u>CFI 01 - Governance and Context</u> 2.1 Governance Files This category covers the OHS policy, manual, certification scope, organisation charts, appointments and management authorities. 2.2 Context Files This category covers internal and external issues, interested parties, OHSMS boundaries and related reviews.	IM	CFI-01
3	<u>CFI 02 - Leadership and Planning</u> 3.1 Leadership Files This category covers leadership evidence, worker consultation, Safety and Health Committee records and communications. 3.2 Planning Files This category covers hazard assessments, legal registers, objectives, action plans and change assessments.	IM / SHO / HOD / PM	CFI-02
4	<u>CFI 03 - Support and Document Control</u> 4.1 Support Files This category covers resources, competency, training, awareness, internal communication and external communication. 4.2 Document Control Files This category covers master indexes, revisions, distribution, external documents, retention, archives and disposal.	IM / SHO / HOD / PM	CFI-03
5	<u>CFI 04 - Operational Control</u> 5.1 Operational Files This category covers work controls, method statements, permits, procurement, contractors, equipment, inspections and maintenance. 5.2 Emergency Files This category covers emergency plans, contacts, drills, equipment checks, response reports and lessons learned.	SHO / HOD / PM	CFI-04

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Step	Activity	PIC	Reference
6	<u>CFI 05 - Performance and Improvement</u> 6.1 Performance Files This category covers monitoring, measurement, compliance evaluation, audits, management review and performance reports. 6.2 Improvement Files This category covers incidents, investigations, nonconformities, corrective actions and continual improvement records.	IM / SHO / HOD / PM	CFI-05
7	<u>CFI 06 - Project and Site Records</u> 7.1 Project Files Project files shall use the project code with the applicable CFI category for site-specific plans, permits, inspections, training and reports. 7.2 Close-Out The PM shall confirm completeness, resolve outstanding actions and transfer retained records at project completion. 7.3 Duplicate Control Where the same record supports several categories, the official file location shall be identified and other locations shall use a cross-reference.	SHO / HOD / PM	CFI-06; Project File Index
8	<u>Filing, Access and Review</u> 8.1 Filing Document users shall file records promptly using the approved reference, title, date and owner information. 8.2 Access and Retrieval Files shall be accessible to authorised users and retrievable within a reasonable period. 8.3 Review The HOD or PM shall review local indexes periodically while the IM verifies overall CFI implementation. 8.4 Retention Closed files shall be archived and disposed of according to the approved retention policy.	IM / HOD / PM / Docu ment Users	OHSMS-07N; OHSMS-07O; Master CFI

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