

Criteria and Standards for Document and Document Control			
Introduction			
On completion of this programme learners will be understand the criteria and standards for effective documentation and document control.			SAIOSH – 2 CPD Credits
QCTO Aligned Knowledge Module /Topic	KM-03-KT09	Certification	If competent a certificate will be issued.
Target group:	<ul style="list-style-type: none"> ➤ Management, Supervisors, Team Leaders ➤ SHE Officers ➤ SHEQ Committee Members, Chairperson ➤ Nominated and Appointed S Representatives ➤ Employees 	Entry Level Requirements:	Relevant work experience or an appropriate NQF level 4 qualification. (The technical work content is not covered in this programme). Learners need to acquire the required technical skills, knowledge and experience through gaining work experience or qualifications in related technical occupations. Each industry will prescribe the technical Requirements relevant to that industry

Course Outline

Explain the document and record classification process for Occupational Health and Statutory documentation and records (Long retention period); b. Confidential documents and records; c. Resources and reference material; d. Other media (manuals, DVDs drawings etc.)

- Confidential documents and records
- Retention of records
- Access to Medical Reports Act

Describe the principles for record keeping and archiving documents.

- Four principles of record keeping
- Archival keeping
- Policy on Preservation & Archival of Documents & Records

Describe the principles for backup and retention of critical documents and records.

a. Retention periods; b. Review and updates; c. Disposals

- Four common backup types
- Retention of records
 - Multiple legislative requirements
 - Electronic records
- State owned entities
- Close Corporations
- Labour Relations

Explain the principles of document and record security: a. Statutory requirements; b. Classified documents; c. Unclassified documents. d. Access control; e. Physical security

- Statutory requirements
- What records must be kept
- Why classify business information by function
- Protecting Paper Documents
- Protecting Digital Documents
- What am I protecting
- Who are my adversaries
- Where am I vulnerable
- How do I compare

Describe the criteria for the quality of Occupational Health and Safety documentation.

- Some Requirements for the Proper Functioning of the Occupational Health and Safety Unit
- Benefits of a Productive Occupational Health and Safety Committee