



AUTHORISATION: Signature**Date**

Purpose and Scope

This procedure describes the way in which copies of the HSPs are maintained up to date.

Procedure

The Director responsible for H&S shall ensure that:

- the Nominated Holders keep a full set of the HSMM for reference purposes and that only the most up to date version is kept.
- Nominated Holders, on receipt of any updates, to update their manuals, to destroy any documents which have become obsolete, sign both the lists of issue numbers, file one copy of the list with the protocols and return the second copy to the Director responsible for H&S.
- where the Nominated Holder needs to make further copies of the protocols all of the copies made are marked as uncontrolled versions.