

Responsibilities:
The Insurance Broker is responsible for this function

High Level Process

START

Maintaining Records

The Insurance Broker within EIG will maintain an inventory of records, within the document control index

Legibility of Records

The Insurance Broker will ensure that records collected are clearly legible. Where there are concerns he will raise a NC.

Identifiable

All records will be identifiable with a clear header or footer protocol denoted on each page. This indicates

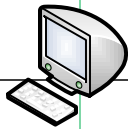
Retrievable

Records will be stored within locations as identified within the documents / records matrix. Records will be retrievable as identified

Storage

Records will be stored in approved locations as denoted within the document matrix. Either electronically or hard copy

Detailed Instruction



See document control register

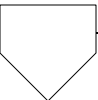
See document control register

Form Number
Approved By:
Issue Number
Date

Data backed up on server

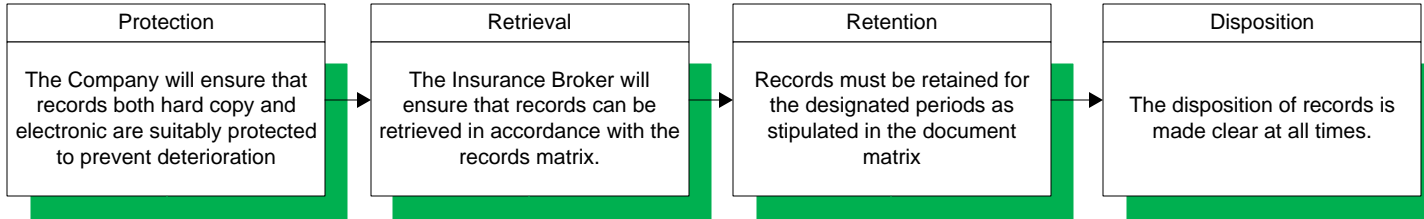


Storage should link to legal admissibility of records. Back ups of data should be checked periodically



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END

Detailed Instruction

