

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>Business Support FILING OF ENCLOSURES</b>		<b>BSS/IMT/006</b>
		ISSUE 002
Approved By: <i>G MacDonald</i>	G MacDonald	Issue Date: 17/09/01
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## 1. Purpose & Scope

1.1 The purpose of this procedure is to ensure that enclosures are incorporated into the correct files in a timely and systematic manner, so that the risk of them going astray is minimised.

## 2. Policy

2.1 Enclosures will be filed within 5 working days of receipt by the file holder. However, if the file has been P/A'd, Registry staff or the Enclave Liaison Officer (ELO) will file them onto the file within 1 working day.

## 3. Responsibilities

3.1 It is the responsibility of the file holder to file any enclosures received for that file within 5 working days of receipt or to arrange for a member of their Admin team to do the job for them.

3.2 It is the responsibility of whoever has input the enclosure onto the DMS to:

1) Write the enclosure no. on the top right hand corner of the first page of all enclosures.

2) Check if the file is booked out to a member of staff, and to forward the enclosure(s) to them, clearly indicating that they are for filing.

3) Add the year, box no. and classification of file to any enclosure for which the relevant file is shown as P/A and forward to Registry or the ELO for filing.

3.3 All NSD staff are responsible for ensuring HSE security procedures are followed when dealing with classified documentation.

#### **4. Definitions**

4.1 See **BSS/IMT/Annex 1** - Glossary of Definitions.

#### **5. Procedure**

5.1 See **flowchart**.

#### **6. Associated Documents**

6.1 **BSS/IMT/007** - Handling of Protectively Marked Documents

6.2 **BSS/IMT/008** - Missing Files.

6.3 **HSE Staff Handbook Chapter 4 Appendix 3**.

**Flowchart for Filing of Enclosures**

