

## EMS Roles and Responsibilities

EMS Personnel Title	Abreviation	Summary of Responsibilities	Employee Name
Environmental Management Representative	EMR	EMS Implementation Team Lead	Bob
		Reports to the Management Review Team	
		ISO 14001 Requirements are Established, Implemented and Maintained	
		Coordinate All Audits	
Top Management	TM	Appoint EMR	Ed
		Provide resources for implementaiotn and Control of the EMS	
		Define Env Policy and Ensure it meets 4.2 requirements	
		Lead MRT to periodically review the EMS for adequacy, suitability and effectiveness	
		Verify EMS is updated for cbased on audit results, changing circumstances and opporntnities for Continual Improvement	
EMS Team	EMST	Develop and Implement the EMS	
Management Review Team	MRT	Paticipate in Management Reviews	
Lead Internal Auditor	LIA	Lead Internal Audits	
Internal Auditors	IA	Paticipate in Internal Audits	
Environmental Coordinator	EC	Environmental Compliance Issues	Walter
		Monitor Key Processes	
		Develop and Implement Operational Controls	
		Coordinate emergency response efforts	
Emergency Response Coordinaltor	ERC	Implements Procedures for Emergency Planning, Repsonse and Mitigation Activities	
Human Resources	HR	Completion of Training Requirements, Training Records	
		Coordinate communications with interested parties	
		Integrate environmental into recruiting practices & performance appraisal process	
Purchasing Supervisor	PS	Communicate with contractors on environmental expectations	Sue
		Communicate with vendors & suppliers to encourage them to identify environmental aspects and impacts assoicated with their activities, products and services	
Maintenance Supervisor	MS	Supervising All Maintenance Staff	Roy
Engineering Supervisor		Supervising All Maintenance Staff	Jack
Doc Control Specialist	DCS	Maintain EMS records other than training	
		Coordinate EMS document control efforts	