

EMS Document Matrix

#	Doc#	Primary EMS Procedures	Doc#	EMS Forms	Records/ Other Documents	Work Instructions / SOPs
4.1	EP-00	Section 2 - of EMS Manual - Scope)				
4.2	EP-00	Section 4.2 - of EMS Manual - Policy)			Environmental Policy	
4.3.1	EP-01	Environmental Aspects	EF-01A	Aspects Form		
			EF-01B	Significance Criteria		
			EF-01C	New Products and Services Env.		
4.3.2	EP-02	Legal and Other	EF-02A	Env Legal & Other Requirements		
			EF-02B	Env Compliance Evaluation Form		
			EF-02C	Env Legislation Review Log		
4.3.3	EP-03	Env. Objectives, Targets & Programs	EF-03A	Environmental Objectives,		
			EF-03B	Considerations in Selecting		
			EF-03B	Environmental Management Program Tracking Form		
4.4.1			EF-04A	Structure and Responsibility		
4.4.2	EP-05	Training	EF-05A	Training Needs Matrix (TMN)		
			EF-05B	Training Record		
4.4.3	EP-06	Communication	EF-06A	EMS Communication Log		
			EF-06B	EMS Meeting Minutes Form		
4.4.4	EP-00	EMS Manual				
4.4.5	EP-07	Document Control	EF-07A	EMS Document Matrix and		
4.4.6	EP-08	Operational Controls	EF-08A	Operational Controls; Affected Employees & Contractors; AND		
			EF-08B	Contractor Breifing Packet		
			EF-08C	Contractor Method Statement		
			EF-08D	Supplier and Contractor Example		
4.4.7	EP-09	Emergency Response (Optional Level 2 Procedure - may locate info in EP-00)	EF-09A	List of Potential Emergencies (optional- may list in EP-00)		
			EF-09B	Emergency Test Record		
			EF-09C	Env. Emergency Spill and		
			EF-09D	Post Accident Checklist		
				(Use 08A)		

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4.5.1	EP-10	Monitoring & Measurement (Optional Level 2 Procedure - may locate info in EP-00)	EF-10B	Environmental Monitoring Calendar and Tracking Spreadsheet		
4.5.2		Evaluation of Compliance (addressed in EP-02)				
4.5.3	EP-11	Corrective Actions	EF-11A	Corrective Action Request		
			EF-11B	CAR Log		
4.5.4	EP-12	Records	EF-12A	EMS Record Retention Matrix		
4.5.5	EP-13	Internal EMS Audits	EF-13A	ISO 14001 Internal Audit Areas		
			EF-13B	ISO 14001 Elements - Audit		
			EF-13C	[Specific Area] - Audit Questions & Findings (optional)		
			EF-13D	ISO 14001 Internal Audit		
4.6	EP-14	Management Review	EF-14A	Management Review Minutes		