

EP-07	Document Control	
	Rev. Date: nnnnnRev. No. #2	
	Origination Date: 01-10-2002	Page 1 of 3

1.0 Purpose

The purpose of this procedure is to ensure that EMS documents are controlled – so that changes are approved prior to use and personnel requiring access to EMS documents have the most up-to-date document. The distribution of relevant external documents will also be controlled.

2.0 Scope

Includes all EMS procedural documents from creation & revision to the storage & purging.

3.0 Responsibilities

The EMR is responsible for coordinating, developing, issuing and controlling EMS documents.

4.0 Forms Used

EF-07A EMS Document Matrix and Revision Log (optional)

5.0 Procedure

5.1 Overview: There are three (3) levels of documentation:

5.1.1 EMS Manual - Level 1 Document. The EMS Manual describes the core elements of the EMS and provides direction to Level 2 procedures. This document is labeled EP-00

5.1.2 EMS Manual - Level 2 Procedures. The EMS Level 2 Procedures describe the methods used to accomplish the core elements presented in the EMS Manual. These procedures are labeled EP-01 through EP-20.

5.1.3 Work Instructions - Level 3 Documents. These are the work Instructions – that are specific details of how to perform a given task. There are two (2) types of Work Instructions: These documents are labeled with the prefix WI.

5.1.3.1 System Level Work Instructions - are those instructions that are critical to the effective execution of the EMS. These Work Instructions are normally cross functional / cross departmental - in content.

5.1.3.2 Departmental Work Instructions - are those instructions that are internal to a department function. These are still controlled documents but change authority rest with Department Manager or Supervisor.

EP-07	Document Control	
	Rev. Date: nnnnnRev. No. #2	
	Origination Date: 01-10-2002	Page 2 of 3

5.1.4 External Documents - External environmental documents such as MSDSs, environmental permits, correspondence with regulatory agencies, etc. – are considered “Environmental Records” and are managed according to Environmental Records and Retention (EP-12)

5.2 Created & Revised Documents

The EMR will make changes to the EMS documents. Input into this step can originate from any employee – especially the EMS Team.

All newly created procedures and forms will receive a document or form number.

The reasons for any revision to a controlled document will be recorded in the document in the section labeled "Revision History".

The revision date and revision number will be recorded on the document itself (in the header) as well as on the form EF-07A (EMS Document Matrix and Revision Log)

Documents will be reviewed and updated as necessary taking into account Management Review decisions and other facility/operational changes that may necessitate it ???

5.3 Approve Document

Any documents which have been created or modified will be submitted to <SIGNATORY AUTHORITY> who will review the requested change and will decide whether to approve or reject the change. If the change is approved, < SIGNATORY AUTHORITY > will sign the master hardcopy, indicating approval of the change.

If the < SIGNATORY AUTHORITY > rejects the change, the modified document will not be signed, and notations will be made on the hardcopy as to why the approval was not given. Copies of the rejected document will be filed with the EMR

5.4 Distribute, Train & Notify Users

The EMR will coordinate the distribution of released documents and notify expected users.

The distribution and notification of controlled external documents will also be controlled by the EMR.

5.5 Implement Document

EP-07	Document Control		
	Rev. Date: nnnnnRev. No. #2		
	Origination Date: 01-10-2002		Page 3 of 3

After receiving instruction on the new or revised document, it is the responsibility of those affected individuals to accurately and completely implement and follow the document instructions and process.

5.6 Purge Obsolete Documents & Records

Upon receipt of the changed document, it is the responsibility of the individual being notified to purge the obsolete documents.

If obsolete documents are retained for any reason, they should be labeled “obsolete- do not use”.

5.7 The EMR shall maintain a master set of EMS documents, either electronically (via computer) or in hard copy.

6.0 References

ISO 14001-2004, Element 4.4.5

7.0 Related Procedures

EP-013 Environmental Records

8.0 Records

ER-09A EMS Document Matrix

9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007