

EMS Example Example Documentation

Instructions:

Note: The documentation discussed in this task and Tasks 17, 18, and 19 may be electronic and/or in hard copy. In any case there must be procedures to ensure appropriate access and control over the documentation.

Assemble existing documentation regarding the following activities/processes:

- Environmental Policy
- Register(s) of Legal and Other Requirements
- Aspects and Impacts Requirements
- Objectives and Targets
- Environmental Management Programs
- Procedures and Instructions
- Monitoring and Measurement Procedures
- EMS Auditing Procedure
- Corrective and Preventive Action Procedures
- Emergency Preparedness and Response Procedure
- Management Review Procedure

Develop documentation (if it does not already exist) regarding the flow of responsibility for implementing and maintaining the EMS and its procedures.

Based on guidance regarding documentation requirements for an EMS and the requirements for document control determine the need to revise or supplement the existing documentation regarding each of the areas above.

Example Document Index

Document	Revision Number					
	1	2	3	4	5	6
Environmental Policy						
Environmental Manual						
Procedure 1: Environmental Aspects Identification						
Procedure 2: Access to Laws and Regulations						
Procedure 3: Setting Objectives & Targets						
Procedure 4: Environmental Training						
Procedure 5: External Communications						
Procedure 6: Internal Communications						
Procedure 7: Document Control						
Procedure 8: Emergency Preparedness						
Procedure 9: Corrective Action						
Procedure 10: Records Management						
Procedure 11: EMS Audits						
Procedure 12: Management Reviews						
Procedures 13-X (list individually)						
EMS Audit Checklist						
Other plans & docs related to procedures (list separately, e.g. SPCC Plan, Emergency Response Plan, etc.)						
Other forms and checklists (list)						

Example Master Document List

ID	Title	Date	Location	Authorized By
Policy				
	Environmental Policy			
Manuals & Plans				
	EMS Manual			
	Integrated Spill Plan			
Procedures				
EP-001	Formatting Environmental Procedures and Work Practices			
EP-002	Environmental Aspects, Objectives and Targets, and Management Programs			
EP-003	Environmental Management System and Regulatory Compliance Audits			
EP-004	Non-Conformance, Corrective and Preventive Action			
EP-005	Environmental Management System Management Review			
EP-006	Emergency Preparedness and Response			
EP-007	Environmental Regulations and Other Requirements			
EP-008	Environmental Review of Projects			
EP-009	Agency Approvals			
EP-010	Environmental Communication			
EP-011	Contractor Control			
EP-012	Environmental Document Control			
EP-013	Environmental Records			
EP-014	Environmental Training and Awareness			
EP-015	Monitoring and Measurement			

Environmental Management Systems Toolbox

ID	Title	Date	Location	Authorized By
Work Practices				
EWP-020.01	Servicing of Stationary Refrigeration Equipment			
EWP-023.01	Waste Drum Shipments			
EWP-024.01	Bulk Material Loading and Unloading			
Forms				
EF-002.01	Environmental Aspects			
EF-003.01	Audit Checklist			
EF-003.02	Corrective and Preventative Action Request (CAR)			
EF-003.03	Internal Environmental Audit Summary Report			
EF-003.04	Audit Schedule			
EF-005.01	Attendee Sheet			
EF-008.01	Project Environmental Checklist			
EF-010.01	External Communications Log			
EF-011.01	Environmental Briefing Packet and Contractor Template			
EF-012.01	Master Document List			
EF-013.01	Index of Environmental Records			
EF-014.01	Training Matrix			
EF-999.01	Management Review Meeting			
Audit Checklists				
ACEP-002	Audit Questions for EP-002			
ACEP-003	Audit Questions for EP-003			
ACEP-004	Audit Questions for EP-004			
ACEP-005	Audit Questions for EP-005			
Records (see Appendix J - Master Records List)				
References				
ISO 14001:1996	EMS - Specification with Guidance for Use	9/96		