

APPENDIX H MASTER RECORDS LIST

The following master records list is only an example. It must be modified to properly address national, regional or local conditions and requirements.

Index of Environmental Records

Document	Record	Retention (yrs)	Controlled By	Location
EP-002	Environmental aspects			
	CFT meeting agenda, minutes and attendance sheets			
	Environmental management programs			
	Management review agenda, attendance sheets, meeting minutes and assignments			
EP-003	Audit checklists			
	Corrective & preventative action requests			
	Audit schedule			
	Original copies of internal environmental audit records.			
	Internal environmental audit summary report			
EP-004	Corrective & preventative action requests			
	Action plans, where used.			
EP-005	Management review agenda, attendance sheets, meeting minutes and assignments			
EP-006	Incident reports			
	Records of emergency response tests and drills			
	Training records			
EP-007	List of relevant environmental legal & other requirements			
EP-008	Project appropriation requests			
	Project environmental checklist			
EP-009	Environmental permits & applications			
	Regulatory communications			
EP-010	Records of internal communications			
	Records of external communications			
	Log of external communications			
EP-011	Contractor method statements			
	Contractor records pertaining to environmental training, etc.			

Index of Environmental Records (cont.)

Document	Record	Retention (yrs)	Controlled By	Location
EP-012	Master document list			
EP-013	Index of environmental records			
EP-014	Training matrix			
	Training schedule			
EP-015	Key characteristics and environmental performance of significant aspects			
	Compliance audit documents			
	Calibration & maintenance records			
EWP-020.01	Refrigeration technician certification card			
	Weight logs			
	Appliance input			
	Refrigerant cylinder input			
	Refrigerant transfer			
	Tank certifications			
EWP-023.01	Waste manifests			
EWP-024.01	Shipping manifests			
	Waste manifests			
	Weekly inspection logs			