

Formatting Environmental Procedures, Work Practices & Forms

1.0 Purpose/Scope

This procedure defines the format to be used in creating *Facility/Plant Name* environmental procedures (EPs), environmental work practices (EWPs) and forms (EFs).

The control of these documents is addressed in environmental procedure EP-016 (Environmental Document Control).

2.0 Activities Affected

All

3.0 Forms Used

None

4.0 References

ISO 14001:1996, Element 4.4.5

5.0 Definitions

None

6.0 Exclusions

None

7.0 Procedure

7.1 Environmental Procedures shall:

- a) have a unique reference number in the bottom corner of the page in the format "EP-###" where:
EP = *Facility/Plant Name* Environmental Procedure identifier
EP-### = Environmental Procedure Number and each # is a digit.
- b) be paginated in the format "Page # of #" in the bottom center of the page.
- c) be dated as per date of issue/revision in the bottom corner of the page.
- d) have a title at the top of the page
- e) have the following sections:
 - 1.0 Purpose/Scope
 - 2.0 Activities Affected
 - 3.0 Forms Used
 - 4.0 References
 - 5.0 Definitions
 - 6.0 Exclusions
 - 7.0 Procedure
 - 8.0 General Rules
 - 9.0 Records
 - Record of Revisions

7.2 Environmental Work Practices shall:

- a) have a unique reference number in the bottom corner of the page in the format "EWP-###" where:
EWP = *Facility/Plant Name* Environmental Work Practice identifier.
EWP-### = Environmental Work Practice Number, each # is a digit.
- b) have a title at the top of the page.
- c) be paginated in the format "Page # of #" in the bottom center of the page.
- d) be dated as per date of issue/revision in the bottom corner of the page.
- e) be written in whatever form is considered to be appropriate to the operational circumstances.

7.3 Environmental Forms shall:

- a) have a unique reference number in the bottom corner of the page in the format "EF-###.##" where:
EF = *Facility/Plant Name* Environmental Form identifier.
EF-###.## = Environmental Form Number, each # is a digit.
- b) have a title at the top of the page
- c) be paginated in the format "Page # of #" in the bottom center of the page.
- d) be dated as per date of issue/revision in the bottom corner of the page.
- e) be written in whatever form is considered to be appropriate to the operational circumstances.

8.0 General Rules

None

9.0 Records

None

Record of Revisions

Revision Date	Description	Sections Affected