

## **Environmental Document Control**

### **1.0 Purpose/Scope**

This procedure defines the mechanism for controlling Environmental Management System documents.

The purpose of this procedure is to ensure that those personnel requiring access to environmental management system documents have the most up-to-date issues and are aware of the document control process.

### **2.0 Activities Affected**

All areas and departments

### **3.0 Forms Used**

Master Document List

### **4.0 References**

- 4.1 EP-001 Formatting Environmental Procedures, Work Practices & Forms
- 4.2 ISO 14001:1996, Element 4.4.5

### **5.0 Definitions**

None

### **6.0 Exclusions**

None

### **7.0 Procedure**

- 7.1 The Environmental Management Representative or designee shall be responsible for coordinating, developing, issuing and controlling environmental management system documents.
- 7.2 Procedures shall be in the format specified by environmental procedure EP-001.
- 7.3 The Environmental Management Representative or designee shall maintain a master set of EMS documents.
- 7.4 Each area or department manager or designee should maintain a list of, or have access to, all EMS documents relevant to their area or department, as applicable.
- 7.5 Relevant documents are available at the locations where they are needed.
- 7.6 Personnel ensure current versions are available and used.
- 7.7 The Cross Functional Team shall review and approve changes to EMS documents.

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- 7.8 All controlled documents shall be marked with the words "CONTROLLED DOCUMENT".
- 7.9 Controlled versions of system documents may be placed on the computer system for access by area or department personnel.
- 7.10 All controlled documents issued by the Environmental Management Representative or designee shall be recorded on a Master Document List.
- 7.11 The Environmental Management Representative or designee shall:
  - 7.11.1 Provide notice to affected personnel to ensure they are aware of the new or revised document; and
  - 7.11.2 Issue controlled copies of those documents to appropriate personnel.

**8.0 General Rules**

All documents not marked with the words "Controlled Document" shall be considered uncontrolled.

**9.0 Records**

Records shall be retained consistent with EP-013.

**Record of Revisions**

| Revision Date | Description | Sections Affected |
|---------------|-------------|-------------------|
|               |             |                   |