

Environmental Records

1.0 Purpose/Scope

This procedure identifies the management of environmental records at the *Facility/Plant Name*.

2.0 Activities Affected

The areas and departments specified in the Index of Environmental Records.

3.0 Forms Used

Index of Environmental Records

4.0 References

ISO 14001:1996, Element 5.5.3

5.0 Definitions

Records: documented information that: (a) is evidence of an environmental activity or event that has been or is being performed, or (b) is required to be retained for future reference. It is information on environmental performance.

6.0 Exclusions

None

7.0 Procedure

7.1 Records shall be maintained and retained as specified in the Index of Environmental Records.

7.2 Record retention will be consistent with applicable legal and other requirements.

7.3 Each area or department manager or designee shall have access to a master list of all EMS records relevant to their area or department, as applicable.

7.4 Each activity responsible for maintaining a record has the responsibility for establishing the method for filing and indexing records to ensure accessibility.

8.0 General Rules

Records shall be legible, readily retrievable and stored and maintained so as to prevent damage, deterioration or loss as appropriate to the importance of the record.

9.0 Records

Records shall be retained as specified in this procedure.

Facility/Plant Name Environmental Procedure
Procedure # EP-013

Record of Revisions

Revision Date	Description	Sections Affected