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			Review
		<b>DOCUMENT CONTROL &amp; RECORD MANAGEMENT</b>	Page 1 of 5





## ***DOCUMENT CONTROL & RECORD MANAGEMENT***

Rev	Date	Improvement's description

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<u>ELABORATED:</u>    Date:	<u>REVISED:</u>    Date:	<u>APPROVED:</u>    Date:
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## **1 PURPOSE**

The purpose of this procedure is to define the process to be followed for the approval, issue, and maintenance of all EMS controlled documentation. This procedure define the steps that WWTP follows to ensure that EMS records are properly identified, collected, indexed and filed to allow for ready access and retrieval.

## **2 SCOPE**

This procedure shall apply to all Utilities EMS controlled documentation, and defines the responsibilities and methods for preparation, revision, control, and release of all EMS documents:

- Record Generation.
- Record Review.
- Active Records Storage.
- Inactive Record Retirement.





## **3 DEFINITIONS**

### **3.1 Active Records**

Records that must be maintained in office space because they are referred to once a month or more and are needed to conduct daily business.

### **3.2 Disposition**

The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival repository, transfer to a records center, or destruction are some possible disposition actions.

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### 3.3 Document

Recorded information, regardless of form or medium. Also called record or documentary material.

### 3.4 Environmental Management System (EMS) Record

Records that are defined as EMS records by the department and listed on the Master Control Document Register as records necessary to maintain conformance with the EMS and ISO 14001 requirements.

### 3.5 Inactive Records





Records referred to less than once a month and are suitable for storage outside of the immediate office.

### 3.6 Record

Recorded information, regardless of physical form or characteristics of the medium (e.g. paper, photograph, sound records, or computer generated, machine readable record) made or received by an organization to fulfil its legal obligations or to transact business.

### 3.7 Records Retention/Disposition Schedule

Document that specifies actions for the retention and disposition of current, inactive, and non-current records series of an organization or agency.

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### 3.8 Records Series

Documents arranged according to a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or share some other relationship arising out of their creation, receipt, or use.

### 3.9 Scheduling

The action of establishing retention periods for records and providing for their proper disposition at the end of active use.




## 4 RESPONSIBILITY & AUTHORITY

All EMS controlled documentation shall be subject to approval by the following before issue and release:

- EMS Coordinator for EMS Procedures affecting all Utilities departments.
- EMS Management Representative for site specific EMS documentation.
- EMS Coordinator for ISO 14001 EMS documentation.

## 5 PROCEDURE

- EMS procedures, processes, work instructions and associated records shall be defined, appropriately documented and updated as necessary. The EMS Team will clearly define the various types of documents and records that establish the EMS.
- A record of EMS controlled documentation affect all WWTP organizations shall be maintained within Information Services. EMS documentation (i.e., procedures or work instructions or records) which are specific to a department, shall be maintained and controlled within the department and include:
  - o Reference number.
  - o Issue number.
  - o Disposition of copies.

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- All EMS official documents will be of a standard format and contain the following:
  - Revision Date.
  - Revision number.
  - Title of document.
  - Prepare of document.
  - Approval authority.
  - Document number.
- The EMS Coordinator will be responsible for making changes for all EMS related documentation.
- All documents made obsolete by revised or new documents will be stamped “obsolete” and Hard copies will be maintained at least a year in the EMS Coordinators obsolete files. An electronic copy of the obsolete document will be maintained on OBSOLETE DOCUMENTS.
- Distributed copies of EMS controlled documents shall be stamped “Official Document” with the date of distribution.
- Distribution of EMS “official documents” may be published electronically with read only status. The original paper document with approval signature shall be retained on file.