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# **OPERATIONAL CONTROL**

Rev	Date	Improvement's description

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## **1 PURPOSE**

The purpose of this procedure (required by the International Standard ISO 14001, section 4.4.6, is to describe and establish the Operational Control process.

This procedure is used to ensure monitoring and operating process are properly identified, issued and controlled, and to ensure that all relevant documents necessary for the proper operation of the process are present.

## **2 SCOPE**

This procedure describes the process for establishing Operational Control of EMS, related operations and activities associated with the WWTP operation.

This procedure applies to all WWTP Staff members who issue and control monitoring and operating procedures at the Utilities where EMS requirements are in place.

## **3 RESPONSIBILITY & AUTHORITY**





The Department Director (or designee) is responsible for the approval, revision, and issuance of monitoring and operating procedures and ensuring WWTP Staff members have the necessary training to perform the job.

## **4 PROCEDURE**

### **4.1 Issue and Control of Monitoring and Operating Procedures**

#### **4.1.1 Identification of Environmental Aspects and Impacts**

The EMS Team Identifies the Environmental Aspects and Impacts, and reviews the Significant Aspects list to determine all the operations and activities associated with these aspects. They prepare a list of critical functions and processes associated with these and verify the absence of the procedures could lead to deviations from the Environmental Policy and the Objectives & Targets.

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#### 4.1.2 Monitoring and operating procedures

Monitoring and operating procedures should include the following information where relevant:





- Monitoring and Operating Procedure Title and Identification Number.
- Process or equipment name.
- Operating criteria.
- Startup instructions.
- Shut down instructions.
- Emergency operation.
- Inspection and test instructions.
- Corrective action instructions.
- Revision date and approval.
- Housekeeping.
- Location of manufacturer's reference material.

#### 4.1.3 The draft monitoring and operating procedures

The draft monitoring and operating procedures are submitted to the appropriate Department Director (s) to review for operability, completeness, consistency and clarity.

#### 4.1.4 The Department Director(s)

- Notes any changes or concerns and forwards back to the individual or team that prepared the draft.
- Ensures the operators have the necessary training, including the Environmental Impacts or potential consequences in deviating from the specified work procedures.
- Ensures that the documents are available and controlled at all appropriate locations, the most current versions are available for use, and obsolete versions are prevented from further use.

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#### 4.1.5 The WWTP staff

The WWTP staff members that prepared the draft make the necessary corrections.

#### 4.1.6 The EMS Coordinator

- Reviews and approves the new or revised monitoring and operating procedure.
- Issues the monitoring and operating procedure to the EMS Coordinator.

#### 4.1.7 Obsolete documents

Obsolete documents to be retained for legal and or knowledge preservation are removed and stamped “obsolete”.