

Verification	Originator	Revised	Approved	Issued
Initials	AR			
Date	12/18/13			



City of Petersburg
 Facility Management Division of Public Works

ESMS Procedure

EP-4.4.5-1 Control of Documents

Person responsible:	Amanda Rodriguez		
Area of application:	Custodial Service		
Document location:	http://www.petersburgva.gov/index.aspx?NID=623		
Original issue date:	12/18/2013		
Revisions			
Rev. No.	Date	Description	
001			
002			
Recurring action items			
Activity	Responsibility		Frequency
1. Create EMS records when documents are revised.			As situation arises
2. Appropriate distribution of approved documents.			During implementation
3. Notification of revisions/updates to EMS.			As needed

Procedure Index

- 1.0 Purpose
- 2.0 Scope
- 3.0 Responsibility



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4.0 Definitions

5.0 Process

6.0 References / Related Documents

1.0 Purpose

- 1.1 The purpose of this procedure is to describe the means by which DPW/Facilities Management Division-Custodial Services will control the environmental documents of the EMS including those, which are required by the ISO 14001 standard.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.5 *Control of Documents* in the ISO 14001: 2004 standard and covers operations of the DPW/Facilities Management Division-Custodial Services.
- 2.2 This procedure will provide guidance in controlling the following documents:
 - 2.2.1 The Environmental Policy;
 - 2.2.2 Environmental Procedures (EP)
 - 2.2.3 Environmental Documents (ED)
 - 2.2.4 Work Instructions (WI)
 - 2.2.5 Forms (F)

For the purpose of this procedure, the above list will be referred to collectively as documents.

- 2.3 This procedure applies to paper and electronic versions of documents.

3.0 Responsibility

- 3.1 **Senior Management** is responsible for approving the DPW/Facilities Management Division-Custodial Services Environmental Policy.
- 3.2 The **EMS Management Representative** (or designee) is responsible for:

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- 3.2.1 Ensuring the document control system is in place and effectively maintained;
- 3.2.2 Facilitating and delegating preparation of documents;
- 3.2.3 Soliciting input from Departmental Managers and employees;
- 3.2.4 Maintaining and controlling the documents.
- 3.3 The **EMS Team** is responsible for:
 - 3.3.1 Decisions regarding development, implementation and control of documents;
 - 3.3.2 Evaluation, and revision of documents, especially documents pertaining to the *Objective, Targets and Programs* of the EMS;
 - 3.3.3 Determining the appropriate approval process of original and revised documents.
- 3.4 **Departmental Managers** are responsible for:
 - 3.4.1 Informing the EMS Management Representative or the EMS Team of opinions, ideas and concerns during proposal, preparation and revision of documents;
 - 3.4.2 Approving documents that relate, have an impact, or may have an impact in the future on any activity, product and service associated with the DPW/Facilities Management Division-Custodial Services. (For example Work Instructions or WIs)

4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**

5.0 Process

- 5.1 **Location and access of documents**
 - 5.1.1 All documentation will be accessible electronically from the City of Petersburg-Facilities Management Division, ESMS website; <http://www.petersburgva.gov/index.aspx?NID=623>
 - 5.1.2 One hard copy of the Environmental Policy, Environmental Procedures (EP), Environmental Documents (ED), Work Instructions (WI), Forms (F) and other related documents will be maintained in the ESMS Administration Office.

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- 5.1.3 Departmental Managers, Supervisors and designated personnel are responsible for knowing how to access relevant documents required to complete tasks or jobs in their area.
- 5.1.4 Access to relevant documents at points of use is provided via the employee intranet or the ESMS/Administrative Coordinator. All necessary forms will also be provided to the employees during training sessions.

5.2 Preparation of documents

- 5.2.1 A new document or a revision to an existing document may be initiated by the EMS Team as necessary. Affected individuals will have the opportunity to comment on the draft document.
- 5.2.2 All relevant employee comments, inquiries and suggestions submitted to the EMS Team will be considered when proposing and preparing documents.
- 5.2.3 All new documentation will be reviewed, and approved by the appropriate personnel. All new documentation will be maintained in ESMS Administration Office and have final approval from the Senior Executive.

5.3 Document Format

- 5.3.1 The documents will be created to ensure they are; legible, dated, (including revision dates), clearly identifiable, maintained in an orderly manner, and retained for specific periods.
- 5.3.2 The EPs, EDs and WIs will be created using approved standardized templates for consistency of documents.
- 5.3.3 The format of the EPs and WIs are as follows:
 - Procedure Index
 - 1.0 Purpose
 - 2.0 Scope
 - 3.0 Responsibility
 - 4.0 Definitions
 - 5.0 Process
 - 6.0 Reference / Related Documents
- 5.3.4 All documents will follow the approved template and will contain the following control items:
 - Organization and Facility Name
 - Document Name and Number
 - Approval
 - Page X of Y
 - Print date

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Original date of issue

Current issue date

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- 5.3.5 Environmental Procedures and Environmental Documents are organized by the document identifier (EP or ED), the ISO 14001 section number, and sequential document numbers. For example, the second EP in a series of EPs written to support ISO 14001 section 4.5.1, Monitoring and Measurement, is as follows: EP-4.5.1-2. Forms follow the same format followed by (F). For example, EP-4.5.1-3 (F).
- 5.3.6 Work Instructions organized by document identifier (WI), the ISO 14001 section number for *Operational Control* (4.4.6) and sequential document numbers. For example, the second WI in a series is as follows: WI-4.4.6-2. Forms relating to these documents use the same format followed by (F). For example, WI-4.4.6-3 (F). (The EMS team may consider adding a departmental identifier to the document.)
- 5.3.7 Definitions contained in documents may be defined in the procedure or referenced to a listing of EMS related definitions in **EP-4.4.4-2 EMS Related Definitions Procedure**.
- 5.3.8 A master document matrix is maintained by the EMS Management Representative or designee to index, track and control the relevant documents in the EMS. **ED-4.4.5-2 Master Document Matrix**.

5.4 Revision of documents

- 5.4.1 Document modifications will be implemented within a reasonable time frame. The time frame will be based on the relevance and importance of the revision to the document, the EMS and preventing impacts to the environment.
- 5.4.2 All relevant employee comments, inquiries and suggestions submitted to the EMS Management Representative will be considered when reviewing and revising documents.
- 5.4.3 Revisions to documents are recorded in the Revision table on the first page of the document.
- 5.4.4 When a revision to a document is required, the document must be approved prior to release as described in **paragraph 5.2.3**.
- 5.4.5 Obsolete documents are maintained in accordance with record retention criteria in **EP-4.5.4-1 Control of Records** procedure.



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5.5 Hard copy document control

5.5.1 A hard copy of the documentation is located in the ESMS Administration Office. The EMS Management Representative or designee is responsible for maintaining the documents, including updating the current revisions.

5.6 Electronic document control

5.6.1 Access to electronic documents is strictly limited to those with authorization. The ability to revise electronic documents is password secure and limited to designated individuals as determined by the EMS Management Representative.

5.6.2 Backups and restore to the system are made in accordance with the DPW/Facilities Management Division-Custodial Services practice and the Information Technology Department. The EMS Management Representative or designee will maintain a current electronic backup of the documents quarterly or more often if needed.

5.6.3 Printed copies of original documents contain the print date at the bottom and may be obsolete. These documents are considered uncontrolled when printed and verification of latest versions with revisions must be accessed electronically in <http://www.petersburgva.gov/index.aspx?NID=623>

6.0 References / Related Documents

- 6.1 ED-4.4.5-3(F) Blank Procedure Template
- 6.2 ED-4.4.5-4(F) Blank Matrix Template
- 6.3 EP-4.4.4-2 EMS Related Definitions Procedure
- 6.4 EP-4.5.4-1 Control of Records Procedure
- 6.5 ED-4.4.5-2 Master Document Matrix