

Procedure	6.0 EMSP Document Control
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## 6.0 Document Control

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### 1. Purpose

To identify, establish, implement, document and maintain a procedure to ensure all EMS documents in circulation are the current issues. A log of all past alterations is kept to create a reference history.

### 2. Scope

2.1 All documents which are incorporated within the EMS must be controlled to ensure only up-to-date versions are circulated. This procedure is relevant for:

2.1.1 Environmental Management Manual (EMM) is a top tier document and controls key EMS documents and procedures as defined below.

2.1.2 EMS documentation as defined below:

- Sustainability Policy
- Sustainability Strategies
- EMS Structure
- Aspects and Impacts Register
- Register of Legislation
- Procedures

2.1.2 EMS Procedures and Operational Procedures as defined below:

- EMS Procedures i.e. specifically developed to support the EMS.
- Operational Procedures i.e. existing and developed relevant procedures which have been issued to ensure legislative compliance or in response to Significance Aspects and Impacts development.

### 3. Responsibility

- 3.1 It is the responsibility of the Sustainability Manager (Circular Economy and EMS) and the nominated responsible person as defined by the Legal Register to ensure all controlled documents are current, and that they are available at all locations where relevant operations are performed. Obsolete documents are promptly removed from all points of issue and are retained for legal and record preservation purposes, by the Sustainability Manager (Circular Economy and EMS).

### 4 Implementation

- 4.1 Any amendment to the EMM will be authorised by the Head of Sustainability and issued by the Sustainability Manager (Circular Economy and EMS).
- 4.2 All changes to the EMM will be recorded on the amendment sheet at the rear of the EMM by the Sustainability Manager (Circular Economy and EMS).
- 4.3 Document Control:
- Each controlled document is dated and has a version number e.g. 1.0
  - Every amendment made to an EMS document will be recorded and the revised form reissued under a new date and version number e.g. 2.0.
  - Obsolete documents will be removed from circulation by the Sustainability Manager (Circular Economy and EMS) and archived as obsolete.
  - Documents are reviewed annually or with any relevant change in Legislation or Aspects.
  - Controlled documents shall be issued by the Sustainability Manager (Circular Economy and EMS) subsequent to approval from the Head of Sustainability.

#### Changes to the procedure

Version	Reason for Change	Date
2	Section 4.2 stated that the EMM amendment sheet was located at the front of the manual. The sheet is at the rear of the EMM and	27 <sup>th</sup> November 2012

	reference to location been updated.	
3	Change to 'Sustainability Policy'	23-03-2018
4	Change of name from Sustainability Manager Waste and EMS to Sustainability Manager (Circular Economy and EMS)	04-10-2021