

Document Control

Reference:	DC-PRO-005
Effective Date:	30/05/2025
Owning Department:	Sustainability
Review Period:	2 years
Version:	5.0
Document Type:	Procedure
Version Author:	Kasia Haywood

Version History

Version	Date	Purpose	Author	Review Due Date
1.0	01/2012	Original draft	Rose Rooney	01/2014
2.0	27/11/2012	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 reference to location been updated.	Rose Rooney	27/11/2014
3.0	23/03/2018	Change to 'Sustainability Policy'	Rose Rooney	23/03/2020
4.0	04/10/2021	Change of name from Sustainability Manager Waste and EMS to Sustainability Manager (Circular Economy and EMS)	Rose Rooney	04/10/2023
5.0	30/05/25	Updated job titles and review of whole document	Kasia Haywood	30/05/27

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
- Guidance Documents
- 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 (Scope 3) 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 in archive folders within the EMS filing structure, by the Sustainability Manager (Scope 3).

4 Implementation

- 4.1 Any amendment to the EMM will be authorised by the Head of Net Zero Carbon & Sustainability and issued by the Sustainability Manager (Scope 3).
- 4.2 All changes to the EMM will be recorded on the version history table at the start of the EMM by the Sustainability Manager (Scope 3).
- 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 (Scope 3) 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 (Scope 3) subsequent to approval from the Head of Net Zero Carbon & Sustainability.