

Verification	Originator	Revised	Approved	Issued
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City of Petersburg  
 Facility Management Division of Public Works

## EP-4.4.4-1 EMS Documentation

**Person responsible:** Amanda Rodriguez

**Area of application:** Custodial Services

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### Revisions

Rev. No.	Date	Description
001		
002		

### Recurring action items

Activity	Responsibility	Frequency
1. Develop / Revise Environmental Procedures (EP)	ESMS Team	As necessary
2. Develop / Maintain document control system	ESMS Coordinator	As necessary
3. Determine / Distribute controlled documents	ESMS Coordinator	According to control of document procedure
4. Evaluate / Review the EMS Documentation (4.4.4) element using ED-4.4.4-3 Core EMS Documentation Checklist	ESMS Coordinator	Tri-Annually or as necessary

### Procedure Index

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### 6.0 References / Related Documents

#### 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the documentation of the core elements of the environmental management system (EMS) for the City of Petersburg, Custodial Services Division. This procedure describes the method by which personnel understand the interaction of the environmental documents and the flow of information between various types and levels of EMS documentation.

#### 2.0 Scope

- 2.1 This procedure is responsive to element 4.4.4 Documentation, of the ISO 14001:2004 standard and covers operations of the Custodial Services Division.
- 2.2 This procedure describes the type of documents that the City of Petersburg, Custodial Services Division will establish to describe the core elements of its EMS.

#### 3.0 Responsibility

- 3.1 The City of Petersburg, Custodial Services Division **Senior Management**, the **EMS Management Representative** and the **EMS Team** will review and endorse the environmental procedures during a Management Review meeting.
- 3.2 The EMS Management Representative will ensure the designated environmental documents are maintained and periodically reviewed.

#### 4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**
- 4.2 **EMS documents:** refer to documents in both electronic and hardcopy that contain information pertinent to the implementation and operation of the EMS in a manner that complies with the environmental policy and the legal and other requirements. Records are address in the Records procedure.

#### 5.0 Process

- 5.1 The EMS document structure will provide a framework for informing personnel of what is required to achieve the set environmental objectives and for evaluating the environmental performance and effectiveness of the EMS.
- 5.2 The EMS Team will establish at least one procedure for each element of the ISO 14001:2004 standard as the core of the EMS documentation. **ED-4.4.5-2 Master Document Matrix** identifies the environmental policy, environmental procedures (EP), environmental documents (ED), operational controls / work instructions (WI), forms (F) and other relevant documents for each section of the EMS. The EMS Team may elect to use **ED-4.4.4-3 Core EMS Documentation Checklist** as a means to determine if the requirements for the ISO 14001 standard are met. The

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frequency of the evaluation / review will need to be determined by the EMS Management Representative and the EMS Team.

- 5.3 The EMS documents are maintained through document control protocol detailed in **EP-4.4.5-1 Control of Documents Procedure**. This procedure will provide the structure and numbering for each element as required by the standard.
- 5.4 Documents of external origin determined by the EMS Management Representative and EMS Team necessary for the planning and operation of the EMS must be identified and their distribution controlled. This may include equipment and product service / maintenance information, owners manuals, and installation instructions (either hard copy or electronic). (*The EMS Team may decide a matrix or electronic fold is necessary to fulfill this requirement.*)
- 5.5 A documented description of the scope (or fence line) for the EMS is located at the City of Petersburg, Custodial Services Division.
- 5.6 The EMS is communicated to employees via provisions set forth in **EP-4.4.3-1 Communication Procedure**.
- 5.7 The City of Petersburg will use the EMS audit and nonconformance processes to ensure that the guidelines in this procedure are adhered to. When modifying this procedure or the EMS document structure as the result of an EMS Audit or the identification of a Nonconformance, the decision-making process and outcome must be consistent with the processes as detailed in the **EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure** and **EP-4.5.5-1 Internal Audit Procedure**.
- 5.8 The EMS Management Representative (or designee) and the EMS Team will review and endorse the core environmental procedures (EP). The status of the EMS and its related documents will be summarized as needed at the regularly schedule Management Review as detailed in **EP-4.6-1 Management Review Procedure**. This review will be documented and attendance recorded (i.e., agenda, sign in sheets and meeting minutes).

### **6.0 References / Related Documents**

- 6.1 EP-4.4.5-1 Control of Documents Procedure
- 6.2 EP-4.4.4-2 EMS Related Definitions Procedure
- 6.3 ED-4.4.5-2 Master Document Matrix
- 6.4 ED-4.4.4-3 Core EMS Documentation Checklist
- 6.5 EP-4.4.3-1 Communication Procedure
- 6.6 EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure
- 6.7 EP-4.5.5-1 Internal Audit Procedure

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6.8 EP-4.6-1 Management Review Procedure