

Verification	Originator	Revised	Approved	Issued
Initials	AR			
Date	3/5/14			

**City of Petersburg
Facility Management Division of Public Works**

EMS Document

ED-4.4.4-3 Core EMS Documentation Checklist

<p>Document Name:</p> <p>Document No:</p> <p>Review start Date:</p> <p>Date Fully Completed:</p>	<p>Facility/Department: Custodial Services, Public Works Department</p> <p>Personnel participating in the review: ESMS Team</p>
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1.0 EMS Documentation Checklist/Review

EMS Documentation Checklist/Review		Conformance/Comments/and Actions
1.1	Do the City of Petersburg's core procedures describe the core elements of the EMS and their interaction?	
1.2	Do the core procedures provide direction on where to obtain more detailed information relating to the operation of specific parts of the EMS? If not, will an EMS Manual need to be developed?	
1.3	Are the core procedures integrated, as appropriate, with the documentation of other systems implemented by the City of Petersburg	
1.4	Can employees access the procedures they need?	
1.5	Is there a process for developing and maintaining the core procedures?	

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1.6	Are core procedures identified, documented, communicated and revised?	
1.7	Ensure that documents of external origin determined by the (Organization Name) to be necessary for the planning and operation of the EMS are identified and their distribution controlled. This may include equipment and product service / maintenance information, owners manuals, and installation instructions (either hard copy or electronic).	
1.8	Is there a written description of the scope or fence line for the EMS?	

2.0 Revision Table

Rev. No.	Date	Revised by	Description

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