

Document Control (DC) Procedure

Purpose: This procedure establishes a process for the review, distribution, and implementation of documents that describe and control the Sustainability Management System (SMS), also referred to as an Environmental Management System (EMS). The procedure applies to the following documents, including revisions, which must be controlled:

- SMS/EMS manual
- Facility-wide environmental procedures
- Process-specific or activity-specific procedures, work instructions, and forms
- Checklists and drawings used for SMS/EMS purposes

Responsibility: The control of the SMS/EMS manual and all facility-wide procedures and records is the responsibility of **Name of Responsible Party** (the SMS/EMS Coordinator or designated alternative). The control of process or activity specific procedures and records is the responsibility of **Name of Responsible Party** (the applicable area or functional manager).

Procedure:

- 1) To prevent unauthorized changes to this document only the SMS/EMS Coordinator has SMS/EMS edit privileges. Approval by the SMS/EMS Coordinator is also required for any document required as part of the SMS/EMS.
- 2) To ensure use of the most recent SMS/EMS and all associated documents required by the System, the Sustainability Committee must maintain a revision history record using Form DC-1. The version/revision status must be identified on each document after any updates occur. In addition, the Sustainability Committee must designate a single SMS/EMS manual as the authoritative version. This version may be kept electronically.
- 3) The Sustainability Committee must notify co-workers of changes to the SMS/EMS and associated documents to ensure all co-workers have access to the most recent versions.
- 4) The Sustainability Committee must review the necessity of all external documents, identify and monitor their distribution.
- 5) The Sustainability Committee must retain all SMS/EMS documents for a period not less than 5 years. The Committee must identify and control obsolete documents.

Frequency: Review, update, and amend the SMS/EMS and associated documents as needed.

Records: **Name of Responsible Party** maintains current and outdated SMS/EMS manuals and records required of the SMS/EMS in **his/her** office.

