



		RESPONSIBLE PERSON	RECORD
5.	The documents in Table 1.3.2 are to be reviewed every four years.	Site Manager	Form No. 1.3a Reviewing Documentation

**Table 1.3.2 Documents to be reviewed every four years.**

Document	Location of Document	Person Responsible
Fire Prevention Plan	Environmental Management System - Appendix A Supporting Documentation, A.3	Site Manager

		RESPONSIBLE PERSON	RECORD
6.	Reviews of the documents in the Table above will be recorded on the Reviewing Documentation form.	Site Manager / Director	Form No. 1.3a Reviewing Documentation
<b><u>Auditing Documentation</u></b>			
7.	<p>An annual audit of the Environmental Management System shall be carried out to ensure information within the Environmental Management System accurately reflects the operations and processes carried out within Elis UK Limited. Aspects to be considered within this audit should include:</p> <ul style="list-style-type: none"> <li>• Checks on the implementation of the requirements of the reports and procedures within the Environmental Management System.</li> </ul> <p>Checks on the records and forms kept in relation to procedures within the Environmental Management System. Particular attention should be given to:</p> <ul style="list-style-type: none"> <li>• The correct use of these documents.</li> <li>• The efficiency of processes in place to record information, with the view to improving efficiency. For example, any duplication in information recorded using forms or the format used to record information.</li> <li>• Inspection Checklists should be checked to identify any equipment that is being regularly repaired.</li> <li>• Records (e.g., Waste Transfer Notes) and forms kept in relation to Duty of Care and Waste Acceptance.</li> </ul>	Site Manager / Director / Consultant	

**Form No. 1.3a Reviewing Documentation Checklist**

*Purpose: To record when documentation within the Company EMS is reviewed / updated.*

Document	Completed By	Version Number Reviewed	Date of Review	Comments
Environmental Management System Report				
Form No. 1.4a Register of Legislation				
EMS, Appendix A Supporting Documentation, A.2 Odour Management Plan				
EMS, Appendix A Supporting Documentation, A.3 Fire Prevention Plan				