***This document is a controlled document held by the Environmental Management System***

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1. ***Introduction & Purpose***

This document defines the process for the creation, control, verification, issue and amendment of all documentation in support of the Environmental Management System.

1. ***Terms & Definitions***

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| --- | --- | --- |
| Term  | Clause | Definition  |
| Document  | 3.7.2 | Information and its supporting medium  |
| Procedure  | 3.4.5 | Specified way to carry out an activity or a process  |
| Manual  | 3.7.4 | Document specifying the EMS of an organisation  |
| Record  | 3.7.6 | Document stating results of evidence of activities performed  |
| Specification  | 3.7.3 | Document stating requirements  |

1. ***Application & Scope***

The scope of this process encompasses all documentation utilised by NRS**,** including documents required by the Environmental Management System and documents of an external origin such as: - planning consents, planning records, wildlife surveys, standards etc, that may have an effect on the environment. This procedure works in conjunction with the Control of Records Procedure.

1. ***Requirements***

***4.1 Controlled Documents***

Controlled documents define the requirements for performance of a process, and must be followed to ensure the control of the process, product, and/or service. Documents typically controlled by this procedure include, but are not limited to, the following:

* Manual, Policy & Objectives
* Day to day environmental procedures outlined in the Manual
* Internal Documents i.e. Forms.
* External Documents
* Work Instructions
	1. ***Responsibility***

 This procedure applies to all Environmental Management System documentation, and is to be followed by all personnel where appropriate.

1. ***Process***

***5.1 Approving documents for adequacy prior to use:***

* All documents are to be approved by either the managing director or management representative prior to use.
* Controlled documents may be temporarily amended by the managing director with hand-written amendments which are initialled and dated by the authorised person.
* Management are responsible for reviewing documents and ensuring that the release of amended documents is controlled

***5.2 Revising a Controlled Document***

* To request changes, communicate to management team asking for the document to be changed and stating your reason for required changes.
* Controlled documents may be temporarily amended by the managing director with hand-written amendments which are initialled and dated by the authorised person. The document will be revised and issued.
* Management are responsible for reviewing & re-approving amended documents and ensuring that the release of amended documents is controlled.
* Management are responsible for re-calling superseded documents.
* Obsolete documents should be marked as such and retained for future traceability except in the case of forms where they should be destroyed prior to using any up-issued documents to eliminate potential future use. It is each individual’s responsibility to destroy any obsolete forms in their possession, and to check that the documents in use are current issue.

***5.3 Recalling a Controlled Document***

When a controlled document is revised and re-issued, it shall be done in accordance with Section 5.2 above.

* It is Managements responsibility to recall obsolete documents for disposal or archiving, management will NOT ISSUE the new document until Recall of the prior Revision is complete.
* It is each employee’s responsibility to dispose or archive any obsolete documents prior to using up-issued documents following management’s notification / request.
* Obsolete Documents shall be immediately discarded and **DELETED** – ***except in the case of work procedures / instructions*** in which case a historical copy will be maintained in the ‘obsolete’ folder
* Documents in the ‘**OBSOLETE’** file**:** Obsolete copies may also be retained on the Network, but must be stored in the ‘obsolete’ file.

 Historical copies are retained for purposes of configuration control and quality records.

* 1. ***External Documents***

Hard copies of external documents such as International Standards, Planning consents etc, are verified periodically, as being the Current Revision from the Issuer. It is each employee’s responsibility to ensure they are working with the LATEST REVISION of a document.

* 1. ***Forms and Records***

 Master Forms are to be placed on the controlled document list to show approval status, to Indicate evidence their issue authority. Forms are controlled via their doc name/ number and revision status. Standard forms, e.g. pre-printed material are also to be listed on the forms register.

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| --- | --- | --- | --- |
|  | **Signature** | **Position** | **Date** |
| **Approved by:** |  | **MD** |  |

**Revision status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Amendment** | **Content manager** | **Approved by** |
| 1.0 | 19/11/2019 | Original Issue | K Brewer |   |
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