

EMS SP06 Documentation and Record Procedures

Version No: 1	Issued By: Operations Manager
Issue Date: 20th February 2022	

INTRODUCTION

This procedure describes the methods used to control the following documentation within the l'Anson Bros Ltd Environmental System (EMS).

- Environmental Manual
- Environmental Procedures
- Environmental Forms
- Records

SYSTEM DOCUMENTATION CONTROL

System Documentation is controlled using the Document Control Procedures as detailed in the Company Quality Manual held in the Quality Systems folder on the computer system.

RESPONSIBILITIES

The Operations Manager in conjunction with the EMS Co-ordinator is responsible for placing the latest versions of environmental documents on the computer system, and for recording amendments and identifying as "obsolete" any of these superseded documents.

The Production Manager is responsible for procedures and work instructions.

CONTROL OF RECORDS

Records include:

- All completed Forms
- Registers and Logs.

Records should be maintained in such a way that they are readily identifiable, retrievable and secure.

EMS Records

The table below shows specific records that have been identified as part of the EMS, and who is responsible for their maintenance and disposal.

* Note – the retention time for records is as per the IPPC permits.

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Type of Record *	Ref	Responsible *	Location	Min retention period
Environmental Aspects Register	CEAR	Operations Manager	Office	2 years
Environmental Legislation Register	EROL	Operations Manager	Office	2 years
Environmental Target Monitoring Summary	CETS	Operations Manager	Office	2 years
Site Environmental KPIs *	SEKPI	Operations Manager	Office	2 years
Site Objective and Target Monitoring Sheets	SOTM	Operations Manager	Office	2 years
Training Records	n/a	Operations Manager	Office	4 years
Completed Complaint Forms	EECF	Operations Manager	Office	4 years
Completed Non-conformity & Incident Reports	NCIR	Operations Manager	Office	4 years
Corrective Action Register		Operations Manager	Office	4 years
Internal Audit Reports	n/a	Operations Manager	Office	2 years
EMS Meeting Minutes	n/a	Operations Manager	Office	2 years
EMS Management Review Minutes	n/a	Operations Manager	Office	2 years
All Environmental Records except Waste records	n/a	Operations Manager	Site	4 years
Waste Records	n/a	Operations Manager	Office	4 years
Hazardous Waste Records	n/a	Operations Manager	Office	4 years