

# USDA FOREST SERVICE



## Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

| Document No. | Revision Date | Person Responsible for Document | Approved By                         | Date Approved | Page        |
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### 4.4.5 – CONTROL OF DOCUMENTS

#### ISO 14001 REQUIREMENTS

*This element provides a document control procedure that ensures documents are approved prior to use, reviewed and updated as necessary, legible, and identifiable. The procedure also makes certain that changes to versions are identified, and current versions only are available at points of use. Obsolete versions are so noted to avoid unintended use.*

#### PURPOSE

To ensure that the PSICC establishes and maintains procedures for controlling EMS documents.

#### SCOPE

This section defines the creation, maintenance, and distribution of EMS documents.

#### DEFINITIONS

**Document** – Any document (electronic or hard copy medium) that describes an EMS guide or procedure. Examples include but are not limited to EMS policy, procedures to identify significant environmental aspects, objectives and targets or operational control procedures.

#### PROCEDURES AND RESPONSIBILITIES

Annually, as part of the Management Review procedure, the EMS Management Representative revises and, if necessary, proposes revisions to the PSICC EMS Guide. If documents are no longer relevant or current, they are removed or edited. If any obsolete documents must be retained for legal and/or historical purposes, they are also filed under EMS 1331 filing designation at the Supervisor's Office. Changes to the EMS will be noted in the Forest intranet and internet websites. The websites will only contain current documents to ensure that obsolete documents are not being used.

The Forest Supervisor initially approves the EMS Guide and related documents. The EMS Management Representative may make minor changes to the EMS Guide. Minor changes include adding documents, making editorial changes, and making other necessary updates that do not change the meaning or substantive content of the document. When significant changes do occur, the Forest Supervisor will approve.

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The EMS Documents and Records Manager establishes and maintains EMS document files and document control lists.

Each electronic document includes a header that indicates date approved and revision date. Access to electronic files for making revisions is limited to the EMS Management Representative.

Employees can suggest changes to the EMS Management Representative by forwarding suggestions to their Program Managers for review. Program Managers are responsible for reviewing suggested changes and forwarding appropriate changes to the EMS Management Representative.