Appendix A: Workshop Training for Module 7

EMS Guide Meat Processing

EMS Documentation and Records
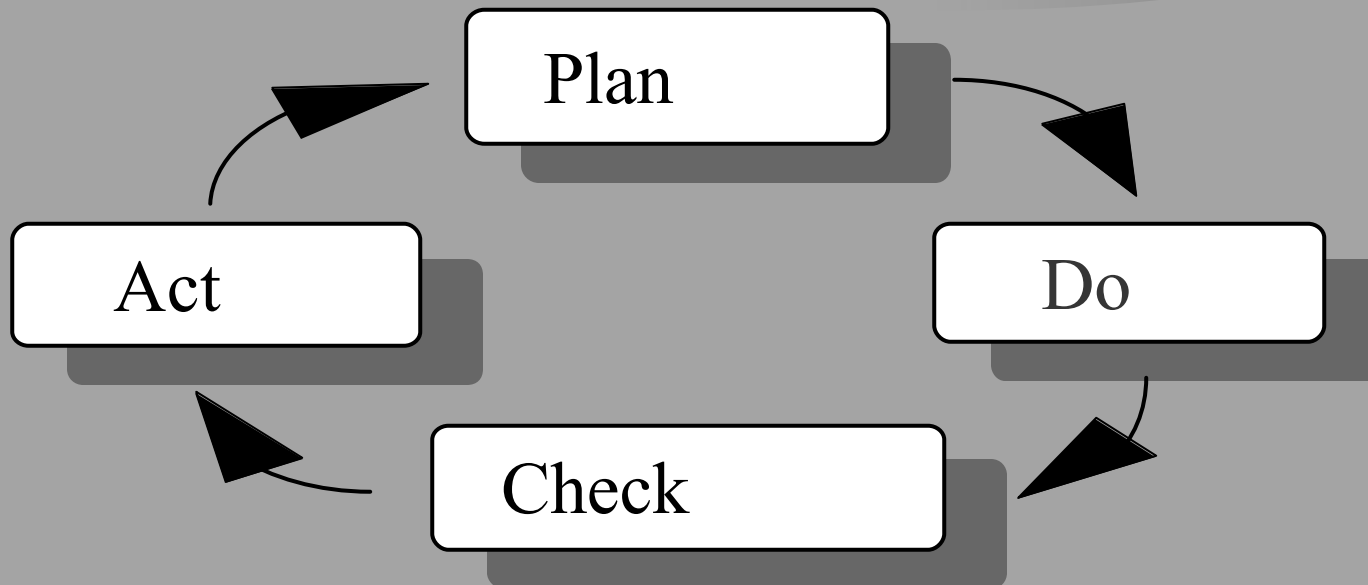
Today

- Documentation.

- Document Control.

- Records.

- Emergency Preparedness and Response.

- Homework.

EMS Framework

Relationship Among Environmental Management System Elements

STRUCTURE and RESPONSIBILITY

ORGANIZATIONAL GOALS

ENVIRONMENTAL POLICY

ENVIRONMENTAL ASPECTS

OBJECTIVES & TARGETS

LEGAL & OTHER REQUIREMENTS

DOCUMENTATION

EMS AUDITING

MANAGEMENT PROGRAMS

TRAINING

CORRECTIVE & PREVENTIVE ACTION

OPERATIONAL CONTROLS

MONITORING & MEASUREMENT

MANAGEMENT REVIEW

COMMUNICATION

Documentation

- Documentation describes what your system consists of, it's core elements, and directions to related or supporting documentation.

Documentation

- Importance of documentation:
  - Word-of-mouth information transfer not reliable;
  - Provides a way to assess progress of EMS;
  - Important to consistency of application between personnel and departments; and/or
  - Prevents loss of information.
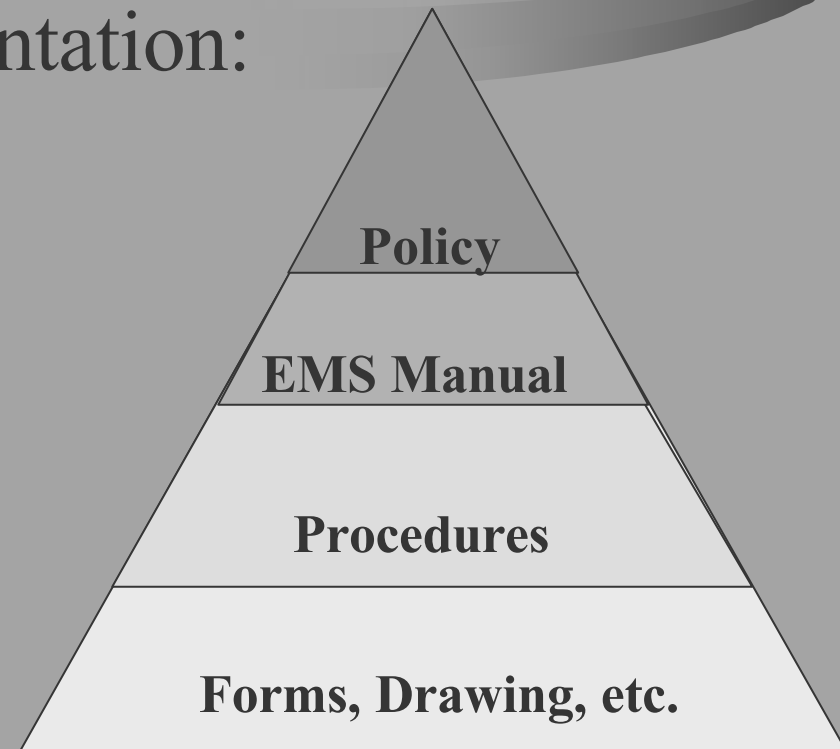
Documentation

- EMS manual:
  - Describes the core elements of the system; and
  - Provides direction to related documentation.
  - Try to limit one page per EMS element.
  - Keep it simple and easy to read.

Documentation

- Other EMS documentation:
  - Procedures
  - Work instructions
  - Hierarchy

Policy

EMS Manual

Procedures

Forms, Drawing, etc.

Documentation

- Preparation
  - What documents already exist, what is the purpose, and do they work.
  - Integrate into existing documentation system.
  - Tailor to organizational needs.
  - Format.

Required Documents

- Environmental policy.

- Aspect identification procedure.

- Legal and other identification procedure.

- Procedure for determination of significance including, how any risk rating processes work.

- Objectives and targets procedure.

- The operational control procedures.

Recommended Documentation

- A standard form / format / template for your environmental management program description.

- A standard form for process mapping and aspect identification worksheet.

- Any other standardized forms that have been developed for the EMS.

Activity: Documentation

- From your own work answer the following questions:
  - What documents do you have already?
  - What elements do you feel require documentation?
  - What elements may not require written documentation?

Document Control

- Requires a procedure to ensure:
  - EMS documents can be located;
  - Documents are periodically reviewed;
  - Current versions are available; and
  - Obsolete documents are removed.
  - Also designates responsibility and authority.

Document Control

- Elements of document control:
  - Revision date/issue;
  - Effective date;
  - Approval (signature);
  - Revision number;
  - Document number;
  - Copy number; and/or
  - Cross references.

Document Control

- Hints
  - Don't make procedure too complicated.
  - Limit distribution.
  - Consider network.
  - Document control index.
  - Highlight changes.

Records

- Records provide evidence that the processes that make up the EMS are being implemented as described.

Records

- Procedure
  - Which records?
  - How will they be stored?
  - For what length of time?
  - Disposal methods?
  - Who maintains the records?
  - Who has access?

Records

- Typical records may include:
  - Training records;
  - Sampling and monitoring data;
  - Calibration records;
  - Permits and licenses;
  - Job descriptions;
  - Audit reports; and/or
  - Management reviews.

Records

- Review procedures and work instructions to determine what evidence may be required.

- Choose records that add value and not just paper work.

- Generate new forms if needed.

Required Records

- A description of the scope of your plant's EMS.

- List of activities, products, and services associated with your plant.

- Grouped aspects and associated impacts (Note: The activities, products, and services and aspects and impacts may be a combined record).

- For all aspects, associated environmental legal and other requirements.

- Record of each objective and target.

- Each EMP description.

Recommended Records

- A record of the level of public access to the EMS your plant will be providing.

- Results of the gap assessment.

- A record of who the members of your EMS core team / committee are, records of their skills and areas of expertise and training in EMS (if any) they have received.

- Records of decisions that the core team has made.

- Records of key decisions made by the EMS representative / coordinator.

Recommended Records

- Records of key communications (Note: These can overlap with decisions and may be in the form of emails, meeting notes, or written direction).

- Detailed list of all identified aspects and impacts (If process mapping or aspect identification work sheets were used they become part of the record).

- If your plant generates or uses interpretations of regulatory requirements, consider these as these as records to retain.

Recommended Records

- Records to support the determination of significance for actual aspects.
- If there are any significant aspects for which you have not established an objective or target, record the rationale for why this was not practical.
- Monitoring of progress towards objectives and targets.
- Detail on EMPs including: method / means, responsibility, performance indicators, timeframe, and approval of the programs by top management.

Activity: Records

- From your own work answer the following questions:
  - What records do you need to manage effectively?
  - How long do they need to be retained?
  - Should access be limited?
  - How do the records relate to EMS effectiveness or environmental performance?

Emergency Preparedness and Response

- Effective emergency preparedness and response plan should include:
  - Assessing the potential for accidents and emergencies;
  - Preventing accidents and the environmental impact;
  - Emergency response plans and/or procedures; and/or
  - Mitigating impacts associated with accidents.

Emergency Preparedness and Response

- Useful sources of information:
  - Material safety data sheets; and
  - Facility plans, layouts.

Emergency Preparedness and Response

- Typically an organization should consider:
  - Regulatory and legislative requirements for:
    - Environment;
    - Environment-related health and safety;
    - Hazardous materials and materials handling;
    - Transportation of dangerous goods;
    - Water and energy;
    - Spills; and/or
    - Fire and building codes.

- Links back to aspects.

Typical Elements of an Emergency Procedure

Phases to be managed:

- Before
  - Identification
  - Prevention
  - Preparedness

- During
  - Priority actions
  - Appropriate response

- After
  - Recovery
  - Review of causes
  - Correction and prevention

Homework

- Determine what documents and records are needed and in place.
- Review existing emergency preparedness and response plan.