


Vacman Cleaning Ltd	
Environmental Management System	

<b>Procedure Title:</b> Document Control		<b>Procedure No:</b> 22
<b>First issued:</b> 03.04.02	<b>Last revised:</b> 09.01.06	<b>Revision No:</b> 05.0
<b>ISO 14001 reference:</b> 4.4.5		
<b>O M reference:</b> None		
<b>Related procedures:</b> Procedure 24 - EMS Audit		

## 1. Purpose


- 1.1 To establish and maintain a system whereby all issued environmental documents are controlled through a system of authorisation and the use of issue date, revision date and revision numbers.
- 1.2 To ensure that documents of external original (e.g. correspondence from the external auditor, codes of practice etc) that are necessary for the planning and operation of Vacman Cleaning Ltd's environmental management system are identified and their distribution controlled.

## 2. Scope

- 2.1 This procedure applies to all environmental documents, registers, records and procedures used in, or of relevance to, Vacman Cleaning Ltd's Environmental Management System.

## 3. Definitions

- 3.1 The Environmental Management System Manual (Volume 1) is the compiled documentation that is established and maintained in order to implement an ISO 14001 certified EMS, other than procedures and local site records.
- 3.2 The Environmental Management System Procedures Manual (Volume 2) comprises, or references, the procedures employed in the operation of the EMS.
- 3.3 Volume(s) 3 of the EMS comprise local site records, not otherwise contained in Volumes 1 or 2, and central records pertaining to the management of the EMS.
- 3.4 Issue date is the date the document was first issued as a controlled document.
- 3.5 Revision date is the date the controlled document was last revised.

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3.6 Revision number indicates the number of times the document has been revised in a given year.

#### **4. Responsibilities**

4.1 The Managing Director, or nominated representative, is responsible for the approval of amendments.

4.2 The Managing Director is responsible for checking and approving the format, content and dissemination of environmental management documentation.

4.3 The Managing Director is responsible for maintaining the controlled version of the EMS Manual (Volumes 1 and 2), which is the version on the Company's website: <http://www.vacman.co.uk/>

4.4 The Managing Director, or nominated representative, is responsible for maintaining a Volume 3 for central records of external origin.

4.5 It is the responsibility of the holder of uncontrolled copies of the EMS Manual (Volumes 1 and 2) to ensure that documentation is updated and maintained at current issue status.

4.6 It is the responsibility of the author of procedures/documents to comply with the format and follow the numbering procedures in the production of any new or amended procedures/documents.

#### **5. Procedure**

##### **5.1 Issuing of Manuals**

5.1.1 The Managing Director will liaise with the Website Author to ensure that the controlled version of the EMS Manuals on the Company's website is up-to-date at all times.


5.1.2 Uncontrolled hard copies of the EMS Manual (Volumes 1 and 2) may be issued with the authorisation of the Managing Director .

##### **5.2 Amendments**

5.2.1 Amendments to the EMS Manual may come from two sources:

(a) Vacman employees

Employees may send, in memorandum format, details to the Environmental Manager, or nominated representative, of the documentation to be updated and amended. The memorandum must contain the section number, title and issue no. A reason for the change and details of the change will be specified, and the memorandum must be signed as authorised by the employee's Line Manager. The memorandum will be retained and filed by the Managing Director or nominated representative.

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(b) Managing Director

The Managing Director may initiate amendments to EMS documentation in response to:

- external audit nonconformity's or observations of the certification body;
- nonconformity's or observations arising from internal auditing process;
- changes to the requirements of the ISO14001 EMS standard;
- as a consequence of the management review process;
- other internal and external changes (e.g. restructure of the organisation, changes in legislation).

5.2.2 The Managing Director will document changes to the EMS Manuals through completion of an Amendment Control Form. The Amendment Control Form will indicate the reason for the amendment and the action to be taken to update the EMS Manual.

5.2.3 The Amendment Control Form will be retained and filed by the Managing Director.

5.2.4 The Managing Director will ensure that the amended version of the controlled document is put on the Company's website.

5.3 Format of Manuals

5.3.1 Each volume (manual) will contain the following:


- Index (contents) page.

5.3.2 Where practical, each document contained in the manuals will be headed with:

"Vacman Cleaning Ltd  
Environmental Management System"

5.3.3 Where practical, each document contained in the manuals will be footed with:

- Rev. Date
- Rev No. 'j.k', where j = two digit year (e.g. 02 for 2002) and k = revision number in that year
- Procedure/Document/Record No.
- EMS Volume 'z', where z = volume number

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- Page 'x' of 'y', where x = page number and y = total number of pages

5.3.4 The first page of each document in the EMS Manual will contain the following information:

- title
- number
- first issue date
- last revision date
- revision number
- ISO 14001 reference
- OM (Operations Manual) reference (if relevant)
- related procedures/documents

5.3.5 Each document in the EMS Manual (Volume 1) will include the following sections:

- introduction
- scope
- details
- review.

5.3.6 Each procedure in the EMS Manual (Volume 2) will contain the following sections of information, where relevant:


- purpose of the procedure
- scope - the aspects covered by the procedure
- definitions
- responsibilities
- procedures
- further references - for example to health and safety procedures, working practice documentation etc.
- record forms - any record forms which are attached to the procedure

5.4 Documents of external origin

5.4.1 Documents of external origin that are relevant to the operation of the Company's EMS will be filed in Volume 3 (central records).

5.4.2 Each document will given a unique reference number (XY) where:

- X = letter of the alphabet which helps to identify the document, e.g. "W" for waste code of practice, "O" for oil storage etc
- Y = sequential number, commencing with 1.

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5.4.3 The document will then be filed alphabetically by the letter that has been allocated, and then by sequential number.

## 5.5 Review and Records

5.5.1 The Managing Director, or nominated representative, will review all environmental documentation for content, accuracy and relevance to Vacman Cleaning Ltd, as part of the management review process, and at other times as appropriate.

5.5.2 The Managing Director will retain records of each review.

## 6. Further References

None.

## 7. Record Forms

Example Amendment Control Form

**Amendment Control Record**

Date	Procedure/ Document Number	Procedure/Document Title	Reason for Amendment	Details of Amendment and Action Required	Revision Number	Authorised by