



Verification	Originator	Approved	Issued
Initials	MAJ	ST	ST
Date	12/5/2014	12/5/2014	12/15/2014

### Title: COFL-FF-EP-4.5.1-5 Monitoring and Measurement Annual Review Maintenance

**Person responsible:** Program Manager

**Area of application:** Fleet Fenceline

**Document location:** [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

#### Revisions

Rev. No.	Date	Description
001	8/4/16	Added ESMS Coordinator to document calibration records. Added Item #5 to list.
002		

#### Recurring action items

Activity	Responsibility	Frequency
1. Review the overall ESMS performance, and specifically the Objective, Targets and Programs	ESMS Core Team	Quarterly
2. Review compliance with environmental regulations and policies.	Environmental Services Manager	Annually
3. Identify and review those SOPs which address activities and operations associated with monitoring and measurement. Modify existing or develop new SOPs as required.	Program Manager/ESMS Coordinator/FF Team	Annually
4. Document calibration records.	Program Manager/ESMS Coordinator	Annually
5. Complete Monitoring and Measuring Annual Checklist	Program Manager	Annually



Participants in this Review			
Employee	Section	Signature	Date

Activity <i>(update where needed)</i>	Review Comments
Review Procedure, OTPs and Annual checklist	Reviewed all documents and updated targets in OTPs. Completed annual checklist.