



Verification	Originator	Approved	Issued
Initials	<b>SMP</b>	<b>ST</b>	<b>ST</b>
Date	<b>12/05/2014</b>	<b>12/15/2014</b>	<b>12/15/2014</b>

Title: COFL- GTL- ED-4.4.4-4 Documentation Annual Review Maintenance

<b>Current Review Date:</b>		<b>Next Review Date:</b>	
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**Person responsible:** ESMS Core Team  
**Area of application:** George T. Lohmeyer Wastewater Treatment Plant  
**Document location:** [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

### Revisions

Rev. No.	Date	Description
001	7/9/15	Annual Review Maintenance of Procedure and Matrix
002	7/19/16	Updated Person Responsible to ESMS Core Team

### Recurring action items

Activity	Responsibility	Frequency
1. Develop / Review / Maintain document control system.	ESMS Coordinator	Annual
2. Review the ESMS Related Definitions Procedure and verify that all defined terms are current, and replace those descriptions that are out of date with current reference and information as necessary to maintain ISO compliance for the ESMS.	ESMS Core Team/ ESMS Coordinator/Regional Wastewater Facility Manager	Annual

### Participants in this Review

Employee	Section	Signature	Date
Todd Hiteshew	Public Works		



Steve Curmode	Public Works		
Marie Pierce	Public Works		
Miguel Arroyo	Public Works		
Richard Matherson	Public Works		
Nancy Alvarez	Public Works		
Mary Ann Johnston	Public Works		
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<b>Activity</b> <i>(update where needed)</i>	<b>Review Comments</b>
Develop / Review / Maintain document control system	Reviewed document checklist and documentation procedure. Minor edits to procedure.
Review the ESMS Related Definitions Procedure and verify that all defined terms are current, and replace those descriptions that are out of date with current reference and information as necessary to maintain ISO compliance for the ESMS.	Updated Related Definitions to include wellfield.