



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

Title: COFL-FF-EP-4.4.4-4 Documentation Annual Review Maintenance

Person responsible: ESMS Coordinator

Area of application: Fleet Fenceline

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001		
002		

Recurring action items

Activity	Responsibility	Frequency
1. Develop / Revise Environmental Procedures (EP)	Program Manager/ESMS Coordinator/FF Team	Annually or as needed
2. Develop / Review / Maintain document control system	ESMS Coordinator	Annually
3. Determine / Distribute controlled documents	Program Manager/ESMS Coordinator	According to control of document procedure
4. Monitoring and evaluating the application and effectiveness of the operational controls.	Program Manager/ESMS Coordinator/ESMS Core Team	Annually or more frequently as needed



Participants in this Review			
Employee	Section	Signature	Date

Activity <i>(update where needed)</i>	Review Comments
Review the thoroughness, effectiveness, availability & accessibility of both internal and external ESMS communication.	
Review the maintenance of all ESMS internal and external documentation since last review.	
Conduct review in order to confirm that communications involving questions and complaints from employees, customers and general public is readily available.	
Review communication of key ESMS information and messaging. Determine if it needs to be updated, reinforced and that it is consistent.	