



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	12/10/2014	12/15/2014	12/15/2014

Title: COFL-FF-ED-4.4.5-3 Control of Documents Annual Review Maintenance

Person responsible: Management Representative

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. Review additional guidelines relating to establishing, documenting and revising the objectives, targets and programs to take into consideration legal and other requirements	ESMS Coordinator	Annually
2. Create ESMS record when documents are revised	ESMS Coordinator	Continual
3. Appropriate distribution of approved documents	ESMS Coordinator	Continual
4. Notification of revisions/updates to ESMS Core Team	ESMS Coordinator	Continual
5. Update revisions in the Document Control Matrix	ESMS Coordinator	Continual
6. Create ESMS record when documents are revised	ESMS Coordinator	Continual



Participants in this Review			
Employee	Section	Signature	Date

Activity <i>(update where needed)</i>	Review Comments