



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/15/2014	12/05/2014	12/15/2014

Title: COFL-FF-EP-4.4.5-1 Control of Documents Procedure

Person responsible: ESMS Coordinator
Area of application: Fleet Fenceline
Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	10/13/15	No changes to text
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

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1.0 Purpose

- 1.1 The purpose of this procedure is to describe the means by which the City of Fort Lauderdale Fleet Fenceline will use to control the environmental documents of the ESMS including those which are required by the ISO 14001:2004 standard.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.5 *Control of Documents* in the ISO 14001: 2004 standard and covers operations at the Fleet Fenceline.
- 2.2 This control procedure is designed to ensure the following:
 - Adequate Review of Document Revisions;
 - Appropriate Level of Approval Authority;
 - Incorporation, Control and Distribution of Documents.
- 2.2 This procedure will provide guidance in controlling the following documents:
 - 2.2.1 Environmental Policy;
 - 2.2.2 Environmental Procedures (EP)
 - 2.2.3 Environmental Documents (ED)
 - 2.2.4 Standard Operating Procedures (SOP)
 - 2.2.5 Forms (F)

For the purpose of this procedure, the above list will be referred to collectively as documents.
- 2.3 This procedure applies to paper and electronic versions of documents.

3.0 Responsibility

- 3.1 **City Manager** and **Management Representative** are responsible for approving the Environmental Policy.
- 3.2 The **ESMS Coordinator** is responsible for allowing electronic access to ESMS documents and maintaining the electronic infrastructure and back-up of the ESMS and ESMS-related work products.
- 3.2 The **ESMS Coordinator**, in consultation with the **ESMS Core Team**, is responsible for:
 - 3.2.1 Ensuring the document control system is in place and effectively maintained;
 - 3.2.2 Facilitating and delegating preparation of documents;
 - 3.2.3 Soliciting input from **Area Supervisors, FF Team, Contractors** and **employees**;
 - 3.2.4 Maintaining and controlling the documents.
- 3.3 The **ESMS Core Team** is responsible for:
 - 3.3.1 Decisions regarding development, implementation and control of documents;
 - 3.3.2 Evaluation, and revision of documents, especially documents pertaining to the *Objective, Targets and Programs* of the ESMS;



- 3.4 The **ESMS Coordinator** in conjunction with **FF Team** are responsible for:
- 3.4.1 Informing the **Program Manager** of opinions, ideas and concerns during proposal, preparation and revision of documents;
 - 3.4.2 Approving documents that relate, have an impact, or may have an impact in the future on any activity, product and service associated with the site.

4.0 Definitions

- 4.1 Refer to **COFL-FF- EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

5.1 Location and access of documents

- 5.1.1 Documentation will be accessible electronically from the www.fortlauderdale.gov/ESMS site.
- 5.1.2 One hard copy of the Environmental Policy, Environmental Procedures (EP), Environmental Documents (ED), Standard Operating Procedures (SOPs), Forms (F) and other related documents will be maintained by the **Program Manager**.
- 5.1.3 **FF Team** members and **Area Supervisors** are responsible for knowing how to access relevant documents required to complete tasks or jobs in their area.
- 5.1.4 Except for the ESMS Core Team, the documentation will be READ ONLY. Access to the ESMS information will be granted by the **ESMS Coordinator**.
- 5.1.5 Records will be scanned in and accessible electronically of the shared network location. This shall include documents that shall be maintained as records, including the following:
 - external documents
 - CAR's
 - PAP's
 - Communications
 - Meeting Agendas
 - Meeting Minutes
 - Calibration logs
 - Presentations
 - Training documents

5.2 Preparation of Documents

- 5.2.1 A new document or a revision to an existing document will be initiated by the **ESMS Core Team, Program Manager or ESMS Coordinator** as necessary. Affected individuals will have the opportunity to comment on the draft document.
- 5.2.2 Relevant employee comments, inquiries and suggestions submitted to the **ESMS Coordinator** will be considered when proposing and preparing documents.
- 5.2.3 New documentation will be reviewed by the **Program Manager** and **ESMS Coordinator** and approved for issuance by the **Management Representative**.

5.3 Document Format



- 5.3.1 The documents will be created to ensure they are; legible, dated (including revision dates), clearly identifiable, maintained in an orderly manner, and retained for specific periods.
- 5.3.2 The EPs, EDs and SOPs will be created using approved standardized templates for consistency of documents. **COFL-FF- ED-4.4.5-1(F) Blank Procedure Template** and **COFL-FF- ED-4.4.5-1(F) Blank Matrix Template**.
- 5.3.3 The format of the EPs and SOPs are as follows:

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- 5.3.4 Documents will follow the approved template and will contain the following control items:

- Organization and Facility Name
- Document Name and Number
- Print date
- Revised date
- Document Number
- Page X of Y
- Original date of issue (Originator)
- Approval date (Approved)
- Current issue date (Issued Date)

Each template will contain the following control items in the header:

Verification	Originator	Approved	Issued
Initials	ADS	ADS	ADS
Date	X/X/XXXX	X/X/XXXX	X/X/XXXX

Each template will contain the following control items in the footer:

- 5.3.5 Environmental Procedures and Environmental Documents are organized by the document identifier (EP or ED), the ISO 14001:2004 section number, and sequential document numbers. For example, the second EP in a series of EPs written to support ISO 14001:2004 section 4.5.1, Monitoring and Measurement, is as follows: COFL-FF-EP-



- 4.5.1-2. Forms follow the same format followed by (F). For example, COFL-FF-EP-4.5.1-3 (F).
- 5.3.6 Standard Operating Procedures organized by document identifier (SOP), the ISO 14001:2004 section number for *Operational Control* (4.4.6) and sequential document numbers. For example, the second SOP in a series is as follows: COFL-FF-ED-4.4.6-2 SOPx. Forms relating to these documents use the same format followed by (F). For example, COFL-FF-4.4.6-3 SOP (F). Departments may add an identifier for the division, section, facility, or department to which the ESMS applies.
- 5.3.7 Definitions contained in documents may be defined in the procedure or referenced to a listing of ESMS related definitions in **COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure**.
- 5.3.8 A master document matrix is maintained by the **ESMS Coordinator** to index, track and control the relevant documents in the ESMS. **COFL-FF- ED-4.4.5-2 Master Document & Review Matrix**.
- 5.4 **Revision of Documents and Exceptions**
- 5.4.1 Document modifications will be implemented within a reasonable time frame. The time frame will be based on the relevance and importance of the revision to the document, the ESMS and preventing impacts to the environment.
- 5.4.2 Revisions to documents are recorded by maintaining the previous revision, along with comments and changes (using “tracked changes” in MS Word) on the www.fortlauderdale.gov/ESMS.
- 5.4.3 Revision numbers are included in the body of the document.
- 5.4.4 Documents that are printed may be obsolete. Refer to www.fortlauderdale.gov/ESMS for the latest electronic version which will include any revisions

6.0 References / Related Documents

- 5.1 COFL-FF-ED-4.4.5-3(F) Blank Procedure Template
- 5.2 COFL-FF-ED-4.4.5-4 (F) Blank Matrix Template
- 5.3 COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure
- 5.4 COFL-FF-4.5.4-1 Control of Records
- 5.5 COFL-FF-ED-4.4.5-2 Master Document Matrix
- 5.6 COFL-FF-ED-4.4.1-2 Roles & Responsibilities Matrix
- 5.7 COFL-FF-ED-4.4.5-3 Control of Documents Annual Review Maintenance