



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/15/2014

Title: COFL-FF-ED-4.3.1-5 Operational Control and Contractor Management Annual Review Maintenance

Person responsible: Program Manager

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/FF Team/ESMS Coordinator	Annual
2. Develop / Maintain document control system	ESMS Coordinator	As necessary
3. Determine / Distribute controlled documents	ESMS Coordinator	According to Control of Document
4. Identify contractors / suppliers that can be affected by the ESMS requirements.	Program Manager	Prior to and during contract execution or annually
5. Ensure contract documentation incorporates ESMS requirements.	Program Manager / Procurement Division	During contract development
6. Monitor relevant training needs for contractors, if appropriate.	FF Team	Prior to and during contract execution or annually



Participants in this Review			
Employee	Section	Signature	Date

Activity <i>(update where needed)</i>	Review Comments
Review operational procedures and SOPs.	A review of the Operational control procedure and contractor procedure and manual was undertaken.
Revise operational procedures and SOPs as needed	Added "or approved equivalent" for contractor spill form. Updated titles and text formats.