

# Environmental Management System Documentation

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## ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION (4.4.4)

# Environmental Management System Documentation (cont.)

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The basic issue that needs to be addressed in the Environmental Management System Documentation of the standard is

**WHAT LEVEL OF DOCUMENTATION  
IS NEEDED?**

# Environmental Management System Documentation (cont.)

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Three issues must be addressed:

1. Organization must describe the foundation elements of the EMS in either paper or electronic format.
2. Description must demonstrate the interaction between elements.
3. Description must reference the related documentation.

# Environmental Management System Documentation (cont.)

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When reviewing the standard the requirements for documentation are based upon the presence of the following:

1. Word -- “document”; and,
2. Phrases --
  - a. “establish and maintain procedures”, and
  - b. “establish and maintain programme(s)”

# Environmental Management System Documentation (cont.)

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When reviewing the language of the standard either the word “document” or one of the phrases is discovered in every section.

# Environmental Management System Documentation (cont.)

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The standard is silent on the form of the documentation. The development of an environmental management system manual is one possible approach.

# Environmental Management System Documentation (cont.)

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One possible format for the EMS manual:

- A. Planning (4.2 and 4.3.1 through 4.3.4)
- B. Program Overview (4.4.1 through 4.4.7 and 4.5.1 through 4.5.4)
- C. Management Review (4.6)

# Environmental Management System Documentation (cont.)

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Planning section of the EMS manual would include the development of the environmental policy, significant environmental aspect, objectives and targets and the workplans and timelines for the objectives and targets.

# Environmental Management System Documentation (cont.)

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Environmental Management Program  
Overview section of the manual would  
include the structure and responsibility  
charts and the procedures and evidence  
required by sections 4.4 and 4.5 of the  
standard.

# Environmental Management System Documentation (cont.)

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The Management Review section of the EMS manual would contain the records of the review by top management.

# Environmental Management System Documentation (cont.)

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The potential benefits to this approach are that it ties together the vision and goals of the organization in the first section of the manual. The second section of the manual contains the necessary procedures and evidence to support the vision and goals. The final section of the manual contains the record of review by top management with respect to the vision and goals.

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# Environmental Management System Documentation (cont.)

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The EMS manual should be kept as simple and streamlined as possible. Do not create a collection of documents more complicated than necessary to meet the requirements of this section of the standard