1.0 Purpose

1.1. This procedure controls the method of creating and updating safety and/or environmental related documents, i.e. manuals, processes, work instructions, and records in the *organization* Network system.

2.0 Responsibilities

2.1. EHS Department: overall responsibility for this procedure. Reviews and gives final approval on any changes to the *main EHS or other manual*.

2.2. Safety/Environment Representative**:** Responsible for review, approval, and incorporating the changes into the EHS Management System.

3.0 Definitions

3.1. EHSMS: Environment, Health, Safety Management System

3.2. SMS: Safety Management System

3.3. EMS: Environmental Management System

3.4. SR/ER: Safety/Environmental Representative *may not need if solely EHS responsibility*

3.5. *company acronyms*

4.0 Reference Documents

4.1. Manuals

    4.1.1. *doc #*: EHS Manual (EHS Scope)

4.2. Form:

    4.2.1. *doc #*: EHS Document Register

5.0 Procedure

5.1. New Documents and Document Updates

5.1.1. *Dictate who is allowed to create, update, or implement documentation involving the MS*

5.1.2. *How can employees outside MS submit or propose docs?* *who is responsible for approving these docs?*

5.1.3. The SR/ER/EHS releases new and revised documents, updates *doc # - Document Register Log*, and replace all *hard or other copies via the various distribution or usage at company* of documents in use. This includes:

    5.1.3.1. Generating document number for new documents

5.1.3.2.   Listing associated *ISO 45001:2018 or 14001:2015 clauses* in the *EHS Document Register* entry

5.1.3.3.   Saving original and PDF copies into *list out locations of stored docs, electronic and hard copies*.

5.1.3.4.   Final document creation and updates shall only come from the EHS Department

5.1.3.5.   *How often docs should be reviewed and updated and the reasoning for the update* *"Documents shall be periodically reviewed and updated as needed"*

5.2.   Document Deletion, Recension, or Removal

5.2.1.   Documents removed from use for any reason will be archived and removed from *doc #* – EHS Document Register with all reference to the document replaced with note indicating it has been removed from the document register and document control.

5.2.2.   Document numbers will be kept and not removed. *state how new document numbers are assigned* *"New documents shall use the empty document numbers in numerical order"*.

5.3.   External Documents

5.3.1.   External documents shall be maintained within the *EHS file system* based on the type of document it is.

5.3.2.   Updates to the document should be maintained based on the importance of the document to the EHSMS/SMS/EMS.

5.3.3.   External documents should not be altered to ensure the external nature of the document can always be identified.

5.3.3.1.   If external documents are to be adopted into the EHSMS/SMS/EMS, they should be recreated to conform to doc control procedures stated in Section 5.1 and *organization* design.

5.4.   Safety Record Keeping

5.4.1.   *identify types of records, where records come from, how they are created* *"Safety and environmental records are identified in various Procedures, Work Instructions, and regulatory requirements which are created when executed."*

5.4.2.   Safety and Environment records are stored:

5.4.2.1.   *storage location of electronic records* *"Electronically in the applicable folder on the *drive location*"*

      5.4.2.2.   *storage location of hardcopy records* *"Hardcopies are scanned into PDF file format and then stored electronically."*

5.4.3.   *How long safety records will be maintained. Minimum time. Reasons for storing them longer* *"Safety and environmental records will be maintained for a minimum of **one year**, or longer if determined necessary by regulatory requirements or executive management."*

5.4.4.   *How long environmental records will be maintained. Minimum time. Reasons for storing them longer* *"Environmental regulatory reports, permits, plans, etc will be kept in accordance with the applicable local/state/federal regulatory requirements."*