

# Documentation

# Documentation Requirements

- Policy
- Objectives and Targets
- Roles and Responsibilities
- Operational Control Procedures
- Monitoring and Measuring Procedure
- Environmental Compliance Evaluation Procedure

# Documentation Requirements

- ISO14001, Section 4.4.4 reads - “the organization shall ... describe the core elements of the management system and their interaction ... provide direction to related documentation”
- ISO14001, Section 4.4.5 reads - “the organization shall establish and maintain procedures for controlling documents...”

# Documentation Tiers

<b>Tier</b>	<b>Documentation</b>	<b>Typical content related to ISO 14001</b>
<b>1</b>	<b>Mission, vision, etc.</b>	<b>Policy statement</b>
<b>2</b>	<b>Description of system structure</b>	<b>Manual</b>
<b>3</b>	<b>Procedures</b>	<b>EMS procedures, operational control procedures, etc.</b>
<b>4</b>	<b>Work instructions, Forms, etc.</b>	<b>Compliance/audit checklists, calibration instructions, env. sampling instructions, etc.</b>

**ISO 10013 guidelines for developing quality manuals**

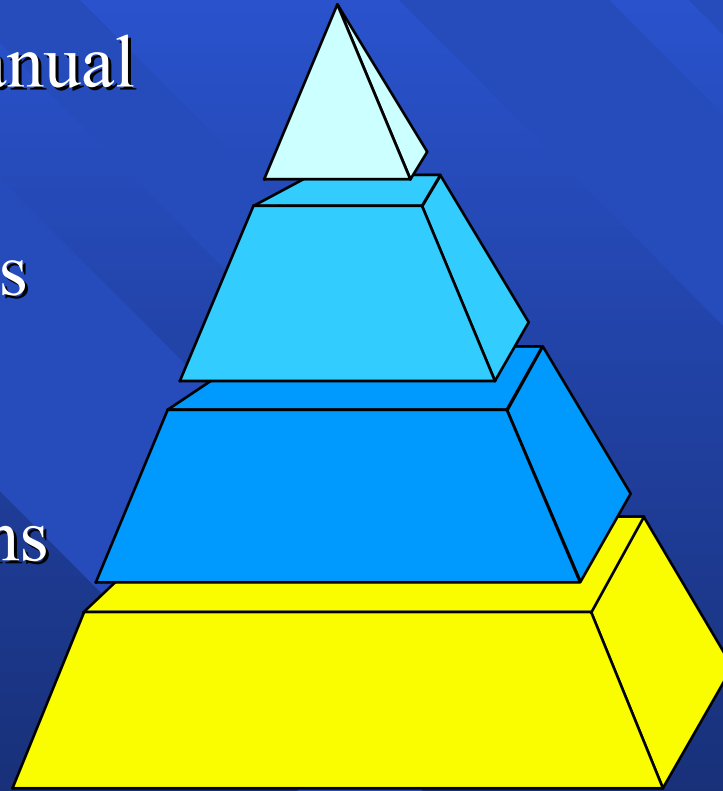
# Documentation Tiers

Policy/Manual

Procedures

Working  
Instructions

Forms



# Development Strategy

- Documentation must:
  - Describe your system
  - Link to other documents and records
- Answer the following questions:
  - who does it?
  - how often?
  - how is it done?
  - what records are kept?

# Document Control

- All documents must be
  - approved for use
  - dated (effective/revision)
  - periodically reviewed/updated
  - removed from use when obsolete or marked accordingly
  - show linkage
- Keep it simple