



Purpose and Scope

To ensure that documents of importance to the design implementation and operation of the EMS are created, revised, approved and distributed in a consistent, documented manner.

To ensure that Forest Resources Business Unit (FRBU), staff are in possession of latest documentation and out of date documents are removed.

Applies to new or revised controlled documents resulting from:

- Changes to the Environmental Policy
- Changes in environmental aspects and legislation
- New or modified FRBU operations or activities
- Revisions required to existing documents as a result of audit findings or management reviews, investigations into incidents, and recommendations from non compliance and non conformance investigations
- Revisions to standards

Procedures

1. Controlled Documents

All documents that describe core elements of the EMS, or which are necessary for the planning and execution of the EMS or Health and Safety programs shall be defined as controlled documents.

- Environmental Policy and other relevant policies
- Procedures and other documented operational controls within the EMS necessary to conform to the policy and to achieve the objectives and targets

2. Document Creation (New/Revisions)

The need for new documents or revisions to existing documents may originate from requests from Forest Resources staff or as the results of audit findings, management reviews, non-compliance and non-conformance investigations or recommendations from the Forest Resources Business Unit Leader (FRBUL).

The revision number and date will be updated only if content is changed or updated. Spelling/punctuation errors, document number changes or reordering, etc. will not constitute a change in the revision number.

Revisions to or the creation of new documents will follow process outlined in the Document Update form (CHK-021). The person requesting the creation or revision of an internal controlled document will forward the form to the EMS Representative after review with group (indicated by Team Leader/Advisor initials). The EMS Representative will evaluate the request on the basis of applicability to the system and will follow the process outlined on the form. The EMS Admin will also follow the process/directions on the form and ensure that the changes have been posted on the intranet.

3. Document Approval

- New controlled documents or revised controlled documents are introduced at the Advisors/Team Leaders meeting for review.
- Document is revised as necessary until it is acceptable to the Advisors/Team Leaders.
- Final approval granted at the next meeting and must be signed by the author and the FRBUL.





4. Document Control

The official source of EMS documents is the Forest Resources Intranet. The EMS Representative is responsible to ensure that new or revised documents are added to the intranet.

Copies of previous revisions and approved revisions are filed in the FRBU EMS filing system. Holders of printed controlled documents must ensure that they are current and discard obsolete versions.

The EMS Representative will inform staff when new documents or revised documents are available.

REVISION HISTORY

Original issued:	December 4, 2006	Author: EMS Coordinator
Revision 1.1:	February 23, 2009	Author: EMS Coordinator

APPROVAL:

Approved:	S. ELKINS	EMS Representative – Forest Resources
Approved:	J. GOETSCH	Business Unit Leader - Forest Resources

