

## List of EMS Procedures & Records

EMS participants are to ensure that up to date documents are uploaded in the appropriate Dropbox subfolders, especially two weeks prior to their annual external audit meeting and by each September 1st for their annual report. The numbers in parentheses correspond with the EMS Elements and the Dropbox subfolders.

### Required Procedures\* or required records to document meeting of requirements:

- (1) Environmental Policy Statement
- (1) Fence line Statement
- (2) Environmental Aspects and Impacts Procedure\*
- (2) List of Significant Aspects and Impacts
- (3) Legal and Other Requirements Procedure\*
- (3) List of Legal and Other Requirements
- (4-6) Objectives and Targets including Action Plan for each component area
- (4-6) Roles and Responsibilities Table
- (4-6) Core Team Meeting Minutes
- (7) Communication, Training, and Awareness Procedure\*
- (7) Training Records
- (7) Log of Information Requests from the Public with Corresponding Responses
- (8) Monitoring/Measurement Procedure\*
- (8 or 4-6) Monitoring and Measurement Data
- (9) Audit Procedure\* (may be named Assessment Procedure)
- (9) Internal Audit Results
- (10) Reevaluation Results
- (10) Nonconformity/Corrective Action Records (as applicable, may be documented on Action Plan or Management Review Records)
- (10) Management Review Records

### Strongly Recommended Procedures:

- (4-6) Objectives and Targets Procedure
- (10) Reevaluation and Modification Procedure

### Optional Documents:

- (8) Calibration Procedure
- (9) Other Audit documents
- Documentation Procedure
- Other EMS information, including photographs, supporting data, etc.

### Notes about Dropbox:

- Documents are not to be revised during the two weeks prior to the external audit meeting.
- Documents should be retained in Dropbox that pertain to: 1) Most recent Annual Report; 2) Most recent external audit; and 3) Upcoming external audit. Other documents may either be deleted or stored in subfolders labeled "Archived", "Retainage File" or alike.