



Documented Information Checklist

#	Required	Complete?
1	Do we ensure that all policies, procedures, and action plans required by our EMS are documented?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Is all relevant documentation reviewed, updated, and approved on a scheduled basis to ensure continued accuracy and suitability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	How do we ensure no documentation is in circulation that may contain outdated information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Does all of our documentation contain an identification and description? (ex. Title, date, owner)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Is the documentation kept in appropriate formats to prevent destruction or loss? While paper and printed copies are appropriate for distribution, ensure that electronic or backup files of these documents are kept.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Are all documents easily accessible to those who may require them or those who should be aware of their information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Do we document control of changes? (Version control)	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Are there set retention times on any of our documentation? Are records properly disposed of once they reach that retention time?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Documented Information Checklist

Tips

Considerations for Documented information in accordance with the EMS Guidance document 3.4.5:

Documented information

- **In general, EMS documentation should be:**
 - Easily located
 - Periodically reviewed, revised as necessary, and approved for use
 - Available (current versions) at all locations where they are applicable
 - Removed when they are obsolete and assured from unintentional use, and
 - Reviewed for legal retention requirements.
- When determining what EMS information should be documented, consider the size and culture of the organization. Smaller organizations may rely on less formal methods such as on-the-job training or training classes, whereas larger organization may find it beneficial to codify practices in documentation such as operating procedures or work instructions.

Considerations for Documented Information

- **Documentation examples include:**
 - EMS Manual
 - Environmental Policy
 - Permit authorizations
 - Inspection records
 - Sampling results
 - Internal and external audit reports
 - Training agendas and records of completion
 - Records from an incident
- **The following techniques can be used to manage documents in a controlled manner:**
 - Include a unique identifier (e.g. ID number and date) and title
 - Consistent format (e.g. document template) and media (e.g. electronic, paper).
 - Establish a review and approval mechanism, including who has approval authority
 - Distribute to those who need it in a format they can readily access
 - Identify a revision schedule and keep a record of any revisions

Documented Information Checklist

Upon continuous development and implementation of the EMS, at a minimum the following documentation should be created, implemented, maintained, and updated when considering certification:

- 4.3-Scope of the EMS
- 5.2-Environmental Policy
- 6.1.1-Risks and Opportunities
- 6.1.2-Environmental Aspects
- 6.1.2-Environmental Impacts
- 6.1.2-Criteria for Determining Significant Environmental Aspects
- 6.1.2-Significant Environmental Aspects
- 6.1.3-Compliance Obligations
- 6.2.1-Environmental Objectives
- 7.2-Evidence of Competency
- 7.4.1-Communication Evidence
- 7.5.1 Documented information determined by your company as necessary for the effectiveness of the EMS
- 8.1-Operational Planning and Control- documents to provide evidence that the processes within the organization have been carried out as planned
- 8.2-Emergency Response- documents to provide evidence that the processes within the organization have been carried out as planned
- 9.1.1-Monitoring and Measurement-Evidence of the monitoring, measurement, analysis and the evaluation results
- 9.1.2-Evaluation of Compliance Results
- 9.2.2-Internal Audit Programme and Results
- 9.3-Evidence of a conducted management review
- 10.2-non-conformities, planned actions and results of corrective actions
- Any additional documentation deemed necessary by law or internally by the organization