

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 1 of 26
	SP-EMS-001	Revision #: 0 Date (mm/dd/yyyy):

DOCUMENT CONTROL	
Superseded document:	
Effective date (mm/dd/yyyy):	

DOCUMENT APPROVAL			
	Name and Title	Signature	Date (mm/dd/yyyy)
Author			
Reviewer			
Approver			

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 2 of 26
	SP-EMS-001	Revision #: 0 Date (mm/dd/yyyy):

Table of Contents

1PURPOSE.....	4
2SCOPE.....	4
3TERMS AND DEFINITIONS.....	4
4RESPONSIBILITY AND AUTHORITY.....	7
4.1STAFF IN OPERATIONS.....	7
4.2OPERATION'S SUPERVISOR.....	8
4.3PLANT MANAGER.....	8
4.4DOCUMENTATION DEPARTMENT.....	8
4.5ENVIRONMENT DEPARTMENT.....	9
5DESCRIPTION OF ACTIVITIES.....	9
5.1DOCUMENT TYPES.....	10
5.2WRITING STYLE.....	10
5.3DOCUMENT FORMAT.....	11
5.3.1ENVIROMENTAL MANUAL FORMAT.....	11
5.3.2PROCEDURE FORMAT.....	12
5.3.3WORK INSTRUCTION FORMAT.....	13
5.3.4FORM FORMAT.....	13
5.4DOCUMENT CONTROL.....	14
5.4.1DOCUMENT IDENTIFICATION.....	14
5.4.1.1IDENTIFICATION OF A PROCEDURE, WORK INSTRUCTION, SOP.....	14
5.4.1.2IDENTIFICATION OF A FLOWCHART, LABEL, AND FORM.....	15
5.4.2DOCUMENT CREATION AND MODIFICATION.....	16
5.4.2.1DOCUMENT CREATION.....	16
5.4.2.2DOCUMENT MODIFICATION.....	18
5.4.3DOCUMENT APPROVAL.....	19
5.4.3.1DOCUMENT APPROVAL BY THE DOCUMENTATION DEPARTMENT.....	20
5.4.3.2DOCUMENT APPROVAL BY THE ENVIRONMENT DEPARTMENT.....	20
5.4.3.3DOCUMENT APPROVAL BY THE OPERATION'S SUPERVISOR.....	20
5.4.3.4DOCUMENT APPROVAL BY MANAGERS.....	21
5.4.3.5DOCUMENT APPROVAL BY OPERATIONS DIRECTOR.....	21
5.4.4DOCUMENT NOTIFICATION.....	21
5.4.5DOCUMENT DISTRIBUTION.....	21
5.4.5.1CONTROLLED COPIES OF AN EMS DOCUMENT.....	22
5.4.5.2UNCONTROLLED COPIES OF AN EMS DOCUMENT.....	22
5.4.6TRAINING OF END USERS.....	23
5.4.7DOCUMENT USE.....	23
5.4.8DOCUMENT REVISION AND UPDATE.....	23
5.4.9DOCUMENT REVIEW.....	23

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 3 of 26
	SP-EMS-001	Revision #: 0 Date (mm/dd/yyyy):

5.4.10	OBSOLETE DOCUMENT CONTROL.....	24
5.4.11	DOCUMENT RETENTION AND ARCHIVAL.....	24
5.4.12	CONTROL OF RECORDS.....	25
5.4.13	CONTROL OF CHANGES TO RECORDS.....	25
5.4.14	CONTROL OF EXTERNAL DOCUMENTS.....	25
6	REFERENCES.....	25
7	FORMS.....	26
8	ATTACHMENTS.....	26
9	DOCUMENT CHANGES.....	26
9.1	DOCUMENT CHANGES IDENTIFICATION.....	26
9.2	REASON FOR CHANGES.....	26

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 26 of 26
	SP-EMS-001	Revision #: 0 Date (mm/dd/yyyy):

7 FORMS

Form ID number	Revision #	Title
FO-EMS-001001	0	Controlled Document Distribution List
FO-EMS-001002	0	Document Change Request
FO-EMS-001003	0	Master Document List
FO-EMS-001004	0	Obsolete Document List

8 ATTACHMENTS

9 DOCUMENT CHANGES

9.1 DOCUMENT CHANGES IDENTIFICATION

Revision #	Description of Change	DCR #	Effective Date (dd/mm/yyyy)

9.2 REASON FOR CHANGES

Change justification is detailed in the Document Change Request form.