

EMS Section	Level 1 - Topic	Level 2 Procedure	Procedure Name	Level 3 - WI Work Instruction	Work instruction Name	Level 4 Form #	Form Name	Attachment #	Attachment Name
	Environmental Manual - EM-001								
4.2	Environmental policy	AP-420	Environmental policy					A-420-001	Environmental policy
4.3.1	Environmental aspects and impacts	AP-431	Environmental aspects and impacts			F-431-001	Initial-Enviro-Review		
						F-431-002	Environmental assessment worksheet		
								A-431-003	Impacts & aspects guidelines
4.3.2	Legal and other requirements	AP-432	Legal and other requirements			Reg-432	Registry of legal and other requirements		
						F-432-001	Legal & other requirements identification worksheet		
						F-432-002	Summary of legal and other requirements		
4.3.3	Objectives and targets	AP-433	Objectives and targets					A-433-001	Guidelines for objectives and targets
4.3.4	Environmental programs	AP-434	Environmental programs			F-434-001	Action plan for environmental programs		
				WI-434-001	Water reuse - environmental program		Action plan for environmental programs		
				WI-434-002	Air emissions - environmental program		Action plan for environmental programs		
				WI-434-003	Land improvement - environmental program		Action plan for environmental programs		
4.4.1	Structure and responsibility	AP-441	Structure and responsibility					A-440-001	Process flow diagram
								A-441-001	PDCA guidelines
								A-441-002	Sustainable development guidelines
								A-441-003	Organization chart
4.4.2	Competence, training and awareness	AP-442	Competence, training and awareness			F-442-001	Training action plan		
						F-442-002	Group training record		
						F-442-003	Employee training summary		
						F-442-004	Form for job descriptions		
4.4.3	Communication	AP-443	Internal and external communications			F-443-001	Public response report - PRR		
4.4.4	Documentation	QP-444	Documentation					A-444-001	EMS Structure guidelines
4.4.5	Control of documents	QP-445	Control of documents			F-445-001	Master document lists		
						F-445-002	Software inventory spreadsheet		
						F-445-003	Document change request		
						F-445-004	Document revision checklist		
4.4.6	Operational control	MP-446	Operational control					A-446-001	Operational control guidelines
				WI-446-010	Design and development	F-446-010	Design plan		
						F-446-011	Design review record		
						F-446-012	Design change request		
				WI-446-020	Outsourcing and purchasing	F-446-020	List of acceptable sources		
						F-446-021	EMS survey checklist		
						F-446-022	Purchase requisition		
						F-446-023	Purchase order		
						F-446-024	Business agreement-typical		
						F-446-025	Identification tag-typical		
				WI-446-030	Infrastructure	F-446-030	Equipment problem sheet		
						F-446-031	Equipment maintenance record		
						NA	Preventive maintenance database		
						NA	Preventive maintenance summaries		
				WI-446-040	Control of measuring/monitoring equipment	F-446-040	Calibration list		
						F-446-041	Calibration label		
						NA	Equipment log		
						NA	Calibration certification records		
				WI-446-050	Incoming inspection	F-446-050	Rejected material / disposition report		
4.4.7	Emergency preparedness and response	MP-447	Emergency response-spills			F-447-001	Spill investigation report - SIR		
						F-447-002	Mock drills plan		
				WI-447-010	Emergency instructions - office	NA	Typical internal memo		

