

FORT NOVOSEL

Environmental Document

ENV-P002: Document Control
(12 APRIL 2023)

Approved by: *Melissa Lowlavar*

1.0 PURPOSE

This procedure defines document control measures to ensure that current and authorized versions of all relevant environmental documents are in use where needed.

2.0 SCOPE

This procedure applies to all controlled environmental documents in use at Fort Novosel.

3.0 DEFINITIONS

Term	Definition
Controlled Document	The latest authorized version of any electronic or hardcopy document in use to support environmental programs that may be changed either internally or externally.
Document	Any electronic or hardcopy instructions, forms or reference information related to environmental programs.

4.0 RESPONSIBILITIES

Role	Responsibility
Environmental Management Representative (EMR)	<ul style="list-style-type: none">• Responsible for the control of environmental documents and assures that supporting documents and any references thereto are routinely reviewed and maintained as appropriate• Approves environmental documents and/or revisions in accordance with the purpose of this procedure• Responsible for removing obsolete documents from use• Ensures that the document control process described in this procedure is implemented as needed• Responsible for the distribution of new and revised controlled documents
Environmental Officers	<ul style="list-style-type: none">• Ensure proper document version is being used at their organization

FORT NOVOSEL

Environmental Document

ENV-P002: Document Control
(12 APRIL 2023)

5.0 PROCEDURE

All identified controlled environmental documents shall be referenced on the Sustainable Fort Novosel website (www.fortnovosel-env.com).

The Environmental Management Representative (EMR) will review environmental documents at least annually for adequacy and revise as necessary.

Procedure ENV-P001: Writing Environmental Documents, will be used in the development of new environmental documents or for revisions to existing environmental documents to ensure consistent formatting, content, and legibility.

5.1 Write/Revise

Need determinations for new environmental documents or modifications to existing environmental documents resulting from system changes or improvements, product or process changes, periodic reviews or corrective and preventative actions may be initiated by any involved person at Fort Novosel by communicating the need to the EMR.

The EMR or designee will evaluate appropriateness and consider comments from affected individuals or activities, if necessary.

If the need is determined to be appropriate, the EMR or designee will draft the environmental document for review.

5.2 Review

Drafts of new environmental documents or environmental documents having substantive revisions should be circulated to personnel affected by the proposed changes when necessary.

Affected personnel should review the new or revised document for comment to ensure that it reflects actual practice(s).

The EMR will review environmental documents at least annually for appropriateness.

5.3 Approve/Authorize

The EMR will review the final draft document for approval. Approval of new and revised environmental documents is indicated by signature in the approval section of the document heading. (See ENV-P001: Writing Environmental Documents)

The approved controlled copy of the environmental document will be maintained on the environmental website. Note: all hardcopy of electronic documents will be considered "uncontrolled."

FORT NOVOSEL

Environmental Document

ENV-P002: Document Control
(12 APRIL 2023)

5.4 Distribute

All revised environmental documents will be posted to the Sustainable Fort Novosel website (www.fortnovosel-env.com), which is the primary method of distribution for all environmental-related information. Additional notifications may be made through email distribution lists as determined to be appropriate by the EMR or designee. Information presented will include the new or revised document by reference number (if applicable); title; revision date; necessary steps for implementation (if any); and reference to the controlled copy on the Sustainable Fort Novosel website (www.fortnovosel-env.com).

6.0 FORMS AND RECORDS

None

7.0 REFERENCES

ENV-P001: Writing Environmental Documents