



Document Control Procedure

1.0 Purpose

The purpose of this procedure is to show how the documents within the EMS are issued and controlled.

2.0 Scope

This procedure ensures that all controlled documents that are in circulation are using current information and that a log of all past procedures is kept to create a history for reference.

3.0 Responsibility

It is the responsibility of the Environmental Manager to manage the document control system; including updating / amending / approval, of all system documentation.

4.0 Procedure

Documents that describe and/or record any matter related to the College's Environmental Management System must be identified as such and granted 'Controlled' or 'Uncontrolled' status. Such documents must be subject to approval by the Estates Manager for management of identification, issue, availability, revision and disposal and publication.

All printed copies of the management system are uncontrolled. The master copy is held electronically and is available across the College intranet site. The Electronic copy is the master copy and this is a controlled document.

All superseded versions of the management system are removed from the master file and archived to avoid the use of obsolete documents.

Every amendment made to a particular procedure will be implemented through issue of a revised procedure which will be authorised and dated.

All amendments to the Environmental Management Manual / system procedures will be authorised and issued by the Environmental Manager.

All archive copies of the managements system manual and procedures will be archived for a period of two years.