

DOCUMENT CONTROL PROCEDURE

Purpose and Application

1. To establish a process for the creation, review, revision, removal, and distribution of documents that describe and control the Environmental Management System (EMS).
2. This procedure applies to all EMS controlled documents throughout Auburn University.

Definitions

None

Roles and Responsibility

1. The EMS Task Force will approve campus-wide EMS documents that are created, reviewed, and/or revised for adequacy as needed. Department Chairs or Directors (or another appointed department representative) are to approve department-specific documents and assure they are created, reviewed, or revised for adequacy as needed and are made available to the campus and EMS Coordinator. The EMS Coordinator will post campus wide approved EMS documentation on the [Auburn University EMS Manual](#), and remove obsolete campus wide EMS documentation from the Auburn University EMS web manual. Department Chairs or Directors (or another appointed department representative) will ensure that all documentation is implemented.
2. Each department is responsible for controlling documents of external origin that support the EMS.

Procedure

Campus-Wide EMS Documents

1. Documents are created using the EMS procedures and then forwarded to the EMS Coordinator for review.
2. The EMS Coordinator reviews all EMS web manual documents and makes necessary revisions in preparation for a second review by the EMS Task Force.
3. The EMS Task Force reviews all new and significantly changed EMS documentation.
4. After approval, the EMS Coordinator posts the new or revised document on the EMS web manual.
5. Only documents on the web site are considered approved.
6. Auburn University Leadership is advised of any major changes to the EMS during Management Review.

RMS Department Web Documents

1. Risk Management and Safety (RMS) procedures that support the EMS are maintained on the RMS department's web site.
2. The RMS Director or Associate Director must approve all new and significantly revised RMS web documents.
3. All RMS employees are responsible for periodically reviewing and updating web documents in their functional areas and providing the RMS web masters with updated material.
4. Only the RMS webmaster may actually revise RMS documents on the web. The RMS webmaster is appointed by the RMS department director.

Department-Specific EMS Documents

1. Each department may generate procedures they require to comply with the EMS.
2. The applicable department head (or another appointed department representative) approves all new and revised department-specific EMS documents.
3. After approval, a representative from the department will make the new or revised document available to the campus.
4. Documents are reviewed through internal auditing and at the time they are changed.
5. Departments must follow EMS Document Control procedures.

Documents of External Origin

1. Each department is responsible for controlling documents of external origin. Documents of external origin include environmental regulations, international standards, test procedures, and any other documentation from an external source that provides guidance for the EMS. Departments should make every effort to use web-based documents. If hard copy is required, control will include ensuring that only the latest revision of the document is available for use.

Objective Evidence

Record / Form	Responsibility	Location	Retention
EMS Manual & Supporting Documentation	EMS Coordinator	Auburn University EMS Website	Ongoing
RMS Manual	RMS Webmaster	Auburn University RMS Manual	Ongoing