



## 1.0 Purpose

This procedure describes the identification, maintenance and disposition of environmental records.

## 2.0 Scope

This procedure applies to all records established to demonstrate the conformity to the requirement of WBC's EMS and ISO 14001 requirements. These records shall include, but not be limited to, training records, CAR forms, results of audits and reviews, and monitoring records, etc.

## 3.0 Reference Documents

Section 4.5.4, EMS Manual

EP-04 Control of Documents

## 4.0 Definitions

EMR	– Environmental Management Representative
EMS Committee	– Environmental Management System Committee
EP	– Environmental Procedure (s)
EI	– Environmental Instruction (s)

## 5.0 Responsibility

### 5.1 Environmental Management Representative

The Environmental Management Representative (EMR) ensures the requirements of this procedure are effectively implemented in WBC as a whole, and be responsible for maintaining the Master List of Environmental Records.

### 5.2 Project / Function / Departmental Manager

The Project / Function / Departmental Manager shall ensure the requirements stipulated in this procedure are effectively implemented in the projects / functions / departments concerned, and the environmental records are maintained and kept in a satisfactory manner.

## 6.0 Procedure

6.1 All environmental records shall be legible, identifiable and traceable to the activities involved. They may be in the form of any type of media such as hard copy or electronic media.

6.2 Environmental records shall be collected in the office or in facilities where they shall be filed, stored and maintained in proper facilities to ensure ready access and preservation against damage, deterioration and loss.

6.3 Responsible person for collecting and checking the records and collection methods shall be specified in the corresponding EP, EI, or Programmes.

6.4 The EMR shall maintain and update a Master List of Environmental Records (form

EF-EP08-01 shown in Appendix 1) which specifies the type / name of records, the form number (if applicable), the party responsible for keeping the record, and the retention time.

6.5 Environmental records shall be kept in appropriate storage for the following minimum retention periods:

- 3 years, or
- as specified in the EP,EI, or
- as required by statute.

6.6 Once the retention period has expired the responsible personnel shall decide and authorise the disposal of relevant records.

## **7.0 Records**

Records as specified in the Master List of Environmental Records

## **8.0 Appendix**

Appendix 1 : Master List of Environmental Records (EF-EP08-01)

# Master List of Environmental Records

Prepared by: \_\_\_\_\_ (Finance & Admin Dept)  
Updated on : \_\_\_\_\_ Reviewed by : \_\_\_\_\_ (EMR)

Name of Record	Form No.	Keeping by	Retention Time