

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 requirements of COMPANY NAME'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) shall ensure the requirements of this procedure are effectively implemented in COMPANY NAME as a whole, and be responsible for maintaining the Master List of Environmental Records.

5.2 Function / Departmental Manager

The Function / Departmental Manager shall ensure the requirements stipulated in this procedure are effectively implemented in the 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 : [Template of Master List of Environmental Records \(EF-EP08-01\)](#)

COMPANY NAME

Master List of Environmental Records

Form Number : EF-EP08-01
Revision Number : 1
Date : DD-MM-YYYY

Prepared by: _____ (Admin Dept)
Updated on : _____ Reviewed by : _____ (EMR)

Name of Record	Form No.	Keeping by	Retention Time