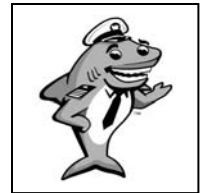


# PROCEDURE FOR DOCUMENT MANAGEMENT



**Procedure No. 4.4.14**  
**Effective Date: 8/29/01**  
**Revision No. : 0**  
**Signature & Date:**

**Prepared By: EAD**  
**Reviewed By: EMS Core Team**  
**Approved By: Wade Battles**



## **1.0 Policy Reference:**

Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations through increased pollution prevention, environmental awareness and communication with employees, customers, suppliers, patrons, regulatory agencies and neighboring communities.

## **2.0 Purpose**

This procedure describes the methods for document management including the document numbering system, document control and approval, and document retention.

## **3.0 Scope**

This procedure applies to all PHA properties and PHA employees when engaged in PHA related work activities, on or off PHA owned property.

## **4.0 Responsibility & Authority**

The Environmental Affairs Department (EAD) is responsible for implementation of this Procedure.

## **5.0 Procedures for Document Numbering**

5.1 Documents are generated as part of the EMS in five main sections: policies, planning, implementation, checking and corrective action, and management review. In addition, in each of these categories, four types of documents may be prepared: policies, procedures, manuals, and work instructions. In order to ensure tracking and retention of these documents, the following numbering system has been developed:

5.1.1 The first number will be a 4 indicating the 4<sup>th</sup> section of the ISO 14001 standard. The first number will be followed by a period.

5.1.2 The second number will be assigned according to the appropriate section of the ISO 14001 standard. These sections are outlined below:

- 2 Policy
- 3 Planning
- 4 Implementation
- 5 Checking and Corrective Action
- 6 Management Review.

The second number will be followed by a period.

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5.1.3 The third number will be assigned according to the type of document generated under each section. These numbers will be assigned as followed:

1 – 10	Policies
11-50	Procedures
51 – 100	Manuals
101-200	Work Instructions

5.1.4 A fourth set of numbers may be added in numerical order after a dash for a table or chart that is generated from a procedure.

5.1.5 Examples of this document numbering system are as follows

A List of Objectives & Targets: This would fall under Planning in the ISO System (4.3), it is part of the Setting Objectives 7 Targets Procedures (11-50) and it is a chart (see section 5.1.4). The number assigned to this example is 4.3.13-1.

The Air Emission Inventory Manual: This would fall under Implementation in the ISO System (4.4), and it is a Manual (51-100). The number assigned to this example is 4.4.51.

### 6.0 Document Control and Revisions

All documents will be maintained by the EAD. The EAD will retain the master document and have sole access for changes.

- 6.1 The initial draft of documents will be submitted to the affected Departments for comment. All comments received will be incorporated into the document or discussed until a resolution is reached.
- 6.2 The final draft will be submitted to the Executive Office for review, revisions, and final signature
- 6.3 The final signed document will be dated, converted to a PDF file, and placed on the LAN for distribution.
- 6.4 Documents will be reviewed annually for updates or as regulations or conditions change. This same process described in 6.1 to 6.3 will be utilized for document revisions. The revision number will be indicated on the document as well as the Document Index 4.4.13-1

### 7.0 Document Retention

- 7.1 Document retention will be determined by the EAD according to regulation or with assistance from Purchasing, Legal, and Administration.
- 7.2 Documents, permits, and other regulatory instruments retention times are listed in the Document Retention List 4.4.13-2

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- 7.3 Documents will be reviewed annually for destruction if past the retention date. If it is determined the document needs to be retained, the EAD will reassign a destruction date.

### **8.0 Related Documentation**

- 4.4.14-1 Document Index
- 4.4.14-2 Document Retention List