

## EMS PROCEDURE: DOCUMENT CONTROL

### I. Purpose

To provide a standard procedure to create, review, distribute, and implement the documents that describe and control TYAD's EMS.

### II. Scope

This procedure applies to the following documents (and any changes to them): Environmental Policy, EMS Manual, EMS Procedure, EMS Work Instructions, EMS and Environmental Records (forms, checklists, and drawings).

### III. Definitions

None

### IV. Supporting Documents

None

### V. Procedure

1. EMS Manual Procedures are:
  - a. Two copies of the EMS manual are located in the EMS Coordinator's office. Only one controlled copy may leave his office. The distribution of the EMS manual is the responsibility of the EMS coordinator. A list of who has or have shall be maintained by the EMS coordinator.
  - b. Controlled copies will be stamped "CONTROLLED" With the distribution date.
  - c. Employees with a controlled copy of the EMS manual is responsible for its safe keeping.
  - d. The EMS coordinator may distribute uncontrolled copies. All uncontrolled copies must be stamped "UNCONTROLLED-FOR REFERENCE ONLY".
2. Procedures for the EMS Procedures and Work Instructions are:
  - a. The EMS procedures and work instructions are controlled as per Procedure # ? and is the responsibility of the EMS coordinator.
  - b. Controlled copies of the EMS Procedure and work instructions shall be maintained in the EMS coordinator's office, D/RK and Legal.

- c. The EMS coordinator will be responsible for distributing new and revised procedures and work instructions.
- d. Controlled copies will be stamped "CONTROLLED" with the distribution date.
- e. Employees with a controlled copy of EMS Procedures and work instructions are responsible for signing the distribution list and maintain the controlled copy's safekeeping.
- f. The EMS Coordinator may distribute uncontrolled copies. All uncontrolled copies must be stamped "UNCONTROLLED-FOR REFERENCE ONLY".