

Example 31

PROCEDURES FOR OPERATIONAL CONTROL	Form 31 Completed by: <i>Jeff Miller</i> Date: <i>3/10/00</i>
<p>Prepare a procedure to develop and maintain operational controls for all the activities that have or can contribute to significant aspects.</p>	
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #15: Operational Control</i> <i>Issue Date: March 10, 2000</i></p>	
<p><u>I. Purpose</u></p>	
<p><i>To provide a standard procedure to establish operational controls for those activities associated with identified significant environmental aspects. Implementation of this procedure will cover situations where the absence of such controls could lead to deviations from the company's environment policy, objectives and targets and EMS and provide a mechanism to stipulate operating criteria.</i></p>	
<p><u>II. Definitions</u></p>	
<p><i>Operational Control - key characteristics and parameters to be controlled, monitored and measured.</i></p>	
<p><u>III. Supporting Documents</u></p>	
<p><u>Document Identification</u></p> <p><i>Form 6</i> <i>Form 13</i> <i>Form 15</i> <i>Form 17</i> <i>Form 31</i></p>	<p><u>Title</u></p> <p><i>Environmental Aspects And Impacts</i> <i>Objectives And Targets</i> <i>Environmental Management Program</i> <i>Monitoring And Measurement Of Significant Impacts</i> <i>Activities Associated With Significant Impacts</i></p>
<p><u>IV. Procedure</u></p>	
<ol style="list-style-type: none"><i>1. The EMS Coordinator will establish and maintain the list of activities associated with significant impacts on Form 31, Activities Associated With Significant Impacts.</i><i>2. The EMS Coordinator with assistance from the EMS Representative and Top Management will establish and maintain the operational controls for those activities associated with identified significant environmental aspects. The operational controls shall be in the form as work instructions, unless otherwise designated differently. These work instructions must:</i><ul style="list-style-type: none"><i>• cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;</i><i>• stipulate operating criteria in the procedures;</i><i>3. The EMS Coordinator will establish and maintain the work instructions related to the identifiable significant aspects of goods and services used by the company and communicate relevant procedures and requirements to suppliers and contractors.</i><i>4. The EMS Coordinator will coordinate the completion and maintaining of these work instructions.</i>	