

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 09/30/2012)

Environmental Management System (EMS) Audit Required Document Review

1. **Environmental Aspects.**
 - A. Aspect identification procedures.
 - B. Aspect/impact list.
 - C. Significance determination procedures and criteria.
 - D. Significance ranking results.
2. **Legal and Other Requirements.** Listing and sample documents of applicable environmental legal and other requirements.
3. **Objectives and Targets and Environmental Management Programs (EMPs).**
 - A. Meeting minutes/notes documenting the development of objectives and targets.
 - B. List of final objectives and targets.
 - C. Related EMPs.
4. **Structure and Responsibility.**
 - A. Description of management and staff responsibilities for implementing EMS.
 - B. EMS core team roster.
 - C. Sample position descriptions including EMS responsibilities, if any.
 - D. Organizational charts.
5. **Training Awareness and Competence.**
 - A. Targeted positions, significant aspects, training needs listing/matrix.
 - B. Email, memorandums, or other form of communication requiring training of key staff to ensure they perform their duties to avoid or prevent environmental impacts.
 - C. Records of completed training (e.g., sign-in sheets, test records, training certificates).

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6. **Communication.**
 - A. EMS communications plan or procedures.
 - B. Records of EMS-related communication and correspondence.
7. **Document Control.**
 - A. Document management, control, and record-keeping procedures.
 - B. Sample EMS records and documents.
8. **Operational Control.**
 - A. Operational controls/significant aspects listing/matrix.
 - B. Sample directives and standards (D&S), standard operating procedures, guidance and work instructions related to significant environmental aspects.
9. **Emergency Preparedness and Response.**
 - A. Sample emergency action plans (EAPs) and protocols.
 - B. Sample records of EAP practices and drills.
10. **Monitoring and Measurement.**
 - A. Procedures for monitoring and measuring significant environmental aspects.
 - B. Procedures for monitoring and measuring objectives and targets.
 - C. Records of monitoring and measurement data collected and reported.
11. **Nonconformance, Corrective and Preventive Action.**
 - A. Corrective and preventative action plans from previous internal and external audits.
 - B. Evidence of completion and follow-up (meeting notes, reports, etc.).

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12. EMS Audit.

- A. Internal audit procedures and schedules.
- B. EMS audit reports.

13. Management Review.

- A. Meeting agendas and attendee lists.
- B. Meeting minutes and action items.
- C. Evidence of follow-up action (briefings, reports, etc.).