

Register of Documents and Records

SAMPLE ONLY

Part A: Policy, manual, procedures, plans and external documents

Document reference	Brief description of document
EMS Manual	Description of the scope of the environmental management system, and the documented procedures that underlie the system
Environmental Policy	Statement of the organisation's commitments to its environmental management system.
Emergency Response Plan	Procedures for responding to a comprehensive range of emergency situations that may affect the organisation
Detailed work instructions or operational procedures relevant to the EMS	
Documents associated with environmental action plans e.g. energy savings plan	
Legislation & regulations relevant to the EMS	
Government policies relevant to the EMS	
AS/NZS ISO 14001:2004	Requirements for environmental management systems
Other external documents	

Part B: Registers, forms and templates

Form or template reference	Brief description of form or template
Register of Environmental Aspects	Register of environmental aspects with their risk score
Register of Environmental Objectives & Targets	Register of environmental objectives, targets and action plans for significant environmental aspects
Register of Legal and Other Requirements	Register showing how legal and other requirements apply to environmental aspects, with provision for evaluation of compliance
Responsibility Matrix	Identifies responsibilities and authorities of positions, roles and individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact; also records competencies and identifies training needs, and plans the delivery of training.
Assessment of General Environmental Management System Awareness	Questionnaire to assess awareness and competency about environmental management system.
Generic Internal Audit Checklist	Generic checklist for internal audit of environmental management system to requirements of AS/NZS ISO 14001:2004
Internal Audit Report Template	Template for internal audit reports of environmental management system
Generic Internal Audit Schedule	Generic schedule for internal audit of environmental management system for a single site agency
Register of Environmental Nonconformity and Suggestions for Improvement	Register of actual and potential environmental nonconformity and suggestions for improvement to the environmental management system managed with corrective and preventive action
Corrective and Preventive Action Form	Form for managing nonconformity and suggestions for improvement with corrective and preventive action
Register of Emergency Response Tests	Register used for planning tests of emergency preparedness and response
Emergency Test and Incident Review Form	Form for reviewing each test of emergency preparedness and response, and actual emergencies and accidents
Schedule Monitoring & Measurement	Annual table for monthly monitoring and measurement of key characteristics of the environmental management system
Management Review Template	Template for a briefing in preparation for a management review of the environmental management system
Register of Documents and Records	This form.

Form or template reference	Brief description of form or template

Part C: Records

Record reference	Brief description of record	Storage location	Retention time
Register of Environmental Aspects	Annual register of environmental aspects with their risk analysis and determination of significance		
Register of Environmental Objectives & Targets	Annual register of environmental objectives, targets and action plans for significant environmental aspects		
Register of Legal and Other Requirements	Ongoing register showing how legal and other requirements apply to environmental aspects, with provision for evaluation of compliance		
Responsibility Matrix	Identifies responsibilities and authorities of positions, roles and individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact; also records competencies and identifies training needs, and plans the delivery of training.		
Assessment of General Environmental Management System Awareness	Questionnaire to assess awareness and competency about environmental management system		
Internal Audits	Schedules, completed checklists, and reports for internal audit of environmental management system		
Register of Environmental Nonconformity & Suggestions for Improvement	Register of corrective and preventive actions taken on actual and potential nonconformities and suggestions for improvement		
Corrective & Preventive Action Records	Completed forms to record corrective and preventive action		
Register of Emergency Response Tests	Register of planned tests of emergency preparedness and response		

Record reference	Brief description of record	Storage location	Retention time
Emergency Test & Incident Reviews	Completed reviews of tests of emergency preparedness and response and actual emergencies and accidents		
Monitoring & Measurement Records	Annual tables for monthly monitoring and measurement of key characteristics of the environmental management system		
Management Review	Records of management review		
Documents and Records	Registers of documents, forms and templates, and records		