


MP 8

Document Control Procedure

Revision list


Revision No.	Description	Written By/Revised By	Date
0	First issue	C. Abela	27.10.2010
1	Major update to document to reflect current practices	S. Scicluna	16.05.2014
2	Modification to Section 5.4.1 to include the duration for which all EMS records are to be retained	S. Scicluna	02.07.2014
3	Introduced references to Safety Management System	P. Conti / F. Marsh	14.04.2016
4	Specified location of common EMS and SMS Documents	F. Marsh	29.07.2016
5	Minor update in section 6.2 to reflect current practices	G. Xuereb/F. Marsh	16.09.2016

<p>Revised by:</p> <p>[Signed] G. Xuereb Environmental and Safety Coordinator</p> <p>[Signed] F. Marsh Lead Auditor</p>	<p>Verified by:</p> <p>[Signed] C. Abela ER Legal Obligations</p>	<p>Approved by:</p> <p>[Signed] S. Scicluna EMS Management Representative</p>
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1 Aim and Scope

The objective of the procedure is to define responsibilities and detailed rules used by Enemalta plc (ENE) to identify, write, verify, approve and distribute Environmental Management System (EMS) and Safety Management System (SMS) documents and forms and to ensure that effective Document Control is maintained. The aim of document control is to ensure that all updated versions of EMS and SMS documents (such as policies, procedures, SOPs, etc) and forms are clearly identified and easily accessible to all ENE employees who would need to use them.

This procedure also defines the method of distribution of all EMS and SMS documents and forms, their replication and deletion, as well as the locations of such documents.

The procedure shall apply to all ENE activities within the EMS and SMS scope.


2 References

EN ISO 14001:04, clause 4.4.5

OHSAS 18001:07, clause 4.4.5

3 Terms and Definitions

ENE	Enemalta plc
EMS	Environmental Management System
SMS	Safety Management System – this applies only for Delimara Power Station and related Administration
RAO	Regulatory Affairs Office
Document	<ol style="list-style-type: none"> Refers to policies, procedures, work instructions, plan, program, meeting minute and other EMS and SMS related documents, meeting ISO compliance, related to Enemalta plc operations the medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof
Form/Template	Refers to pre-defined documents used for recording information or data, as specified in the EMS and SMS procedures
Record	Document providing evidence of activities performed. Completed forms become records. Records are to be stored in locations indicated in the EMS and SMS Procedures.

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EMS Scope	The procedure is applicable to all ENE activities within the EMS scope.
SMS Scope	The procedure shall apply to activities within the SMS scope These include Delimara Power Station and related Administration Departments.
Procedure	A defined way to carry out an activity or a process
SOP	<u>Standard Operating Procedure</u> : An established written procedure to be followed by ENE staff, providing technical and organisational requirements to perform a specific activity
MP	<u>Management Procedure</u> : A Procedure describing the operations carried out by Management or organisational entities in view of ENE's environmental obligations
MR	Management Representative
E&SC	Environmental and Safety Coordinator
ER	Environmental Representative
SR	Safety Representative
DC	Document Controller
PC	Portal Coordinator
MAPP	Major Accident Prevention Policy

4 Responsibilities

Management Representative (MR)


- Approves document control rules
- Approves Management Procedures or Standard Operating Procedures

Environmental & Safety Coordinator (E&SC)

- Proposes document control rules
- Maintains EMS and SMS documents in EMS/SMS Folders on Enemalta Server
- Maintains hard copies of EMS and SMS documents
- Coordinates with Document Controller to ensure effective document control
- Should always review EMS and SMS related documents and forms

Environmental Representative (ER)

- Supports the E&SC in environmental related documentation

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Safety Representative (SR)

- Supports the E&SC in safety related documentation

Document Controller (DC)

- Responsible for the management of all EMS and SMS documents
- Responsible for the distribution and notification of all EMS and SMS documents
- Updates the Document Control Database
- Co-ordinates with the Portal Coordinator
- Co-ordinates with the Enemalta Website Coordinator

Portal Coordinator (PC)


- Uploads the latest revisions of EMS and SMS documents on the Enemalta Intranet Portal, in co-ordination with the DC
- Issues a Portal Update notification in case the document uploaded will affect all Enemalta employees

Website Coordinator (WC)

- Uploads the latest revisions of EMS and SMS documents which are applicable to third parties on the Enemalta Website, in co-ordination with the DC

All employees

- Should be knowledgeable of document control rules and thereafter adhere to these rules
- Read, understand and use EMS and SMS documents

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5 Frequency

- This document should be reviewed and updated every twelve (12) months, unless it is deemed necessary that it should be revised prior.
- This document should be used whenever a new EMS and SMS document is being compiled, whenever there is a revision of an existing EMS and SMS document or whenever an EMS and SMS document becomes obsolete.

6 Detailed procedural rules


6.1 Introduction

The extent of EMS and SMS documentation varies from one organisation to the other, depending on various factors including the size of organisation, activity performed, etc. EMS and SMS documents should clearly describe how activities carried out by ENE employees incorporate the environmental management system and safety management system respectively. The EMS and SMS documentation may be integrated with readily available documentation already being used by ENE. Documents originally created for purposes other than the environmental or safety management system may be used as part of this system, but are not considered as EMS or SMS documents. However, they can be included in the **Related Documents Section** of EMS and SMS documents. Such documents fall under the responsibility of the relevant section and the section managers/heads are obliged to review these documents periodically and notify the DC when a new revision has been issued.

All EMS and SMS documents are to be clear and easy to read and understand. They should also be clearly identified and related to the relevant process.

EMS and SMS documents include, but are not limited to:

- Environmental and Safety Policies (MAPP)
- EMS and SMS Organisation Charts and Appointments
- Environmental Objectives and Targets
- Environmental Improvement Program
- Environmental Aspects Register

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- HAZID and HAZOP
- Environmental and safety performance measurement and Monitoring Plans
- EMS and SMS Manual
- EMS and SMS Standard Operating Procedures, EMS and SMS forms and templates and records
- EMS and SMS Reports and Minutes of Meetings
- EMS and SMS Database
- EMS and SMS Management Review Report
- EMS and SMS Management Procedures
- Safety Objectives and Programs
- Site emergency plans, briefing documents, etc


These documents are listed with revision details in **DOC 14 - EMS and SMS Document List and Status** which is available on the Enemalta server at the address:

[enedomain\\enedata\\SectionData\\EMS\\DOCUMENT CONTROL\\Draft Documents\\DOCs](\\enedomain\\enedata\\SectionData\\EMS\\DOCUMENT CONTROL\\Draft Documents\\DOCs)

6.2 Preparation, verification and approval of EMS and SMS documents

Each EMS and SMS document shall be:

- **Prepared and written** by a competent person, ideally someone who performs such a task shall be responsible for the activity being documented
- **Listing of documents** – Once a document starts being created this is inserted in **DOC 14 – EMS and SMS Document List and Status** so that it would be easy for all users to identify state of such documents
- **Reviewed** by a person who is able to check the coherence of the various documents, and who has a coordinating role within the organisation, ideally the Environmental & Safety Coordinator by consulting **DOC 14 – EMS and SMS Document List and Status**.
- **Verified** by a person who has authority over the section performing such activity, usually the Manager/Assistant Manager
- **Approved** by a person who has the authority to make the document mandatory across the scope of the document itself, usually the Management Representative/Executive Director/Divisional Manager/Manager/Head of Section

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The responsible persons for writing, reviewing, verifying and approving EMS and SMS documents are defined by the E&SC on the first page of each document.

The responsible persons shall be provided with a draft soft copy with all the track changes for reviewing, verifying and approving before signing the final copy.


There might be certain instances where the different phases of the approval cycle for a particular document may not be distinct from each other. For example, modules may be prepared (written), verified and approved by the same competent and authoritative person.

The responsible persons writing, reviewing, verifying and approving EMS and SMS documents shall sign the front page of the original hard copy of the document.

6.3 General format of EMS and SMS documents


Each EMS and SMS document shall have a unique document name and number. Each page of the document shall have a header as shown below that includes the following information:

- Status of document (*Controlled document (check latest revision)* or *Draft document*)
- Enemalta logo;
- The name of the file;
- In the case where a document is strictly an EMS document, the words “Environmental Management System” indicating this is an ISO 14001 document;
- If a document is both an EMS and SMS document, the words “Environmental and Safety Management System”;
- Pagination (Page _ of _)

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The name of the file shall be clear, related to the contents of the document itself and shall include the:

- Document Number
- Document Name

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- Revision Number
- Revision Date

An example of a correct file naming system is:

MP 8 – Document Control Procedure_r1_2014-04-10

The document number is generally composed of a code identifying the type of document and a unique number. Existing document codes are:

- SOP x: Standard Operating Procedure
- MP x: Management Procedure
- FRM x: Forms
- DOC x: Related EMS documents
- EP x: Emergency Plan

The revision number is indicative of the number of times that a document has been issued, beginning with revision 0 (r0), being the original document, and incremented by 1 (that is, r1, r2, r3, etc) whenever a new revision is issued.


The revision date should preferably be in the format:

year-month-day

The cover page/s of all EMS and SMS Documents shall include:

- Document Number
- Document Name
- Revision History as follows:

Revision No.	Description	Written By/Revised By	Date
0	First issue	C. Abela	27.10.2010
1	Major update to document	S. Scicluna	11.04.2014
2			

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- Responsible persons for the document will be shown as follows:

Revised by:	Verified by:	Approved by:
P. Conti Environmental & Safety Coordinator	C. Abela ER Legal Obligations	S. Scicluna Management Representative

The cover page/s shall be followed by a **Contents** page.


Procedures and instructions shall be composed of the following sections:

- 1 Aim and scope
- 2 References
- 3 Terms and definitions
- 4 Responsibilities
- 5 Frequency
- 6 Detailed procedural rules
- 7 Related documents

6.4 Filing of EMS and SMS documents

6.4.1 Hard Copy

The original hard copy of the active (Controlled version) EMS and SMS documents shall be kept by the DC and readily available to the E&SC. Other EMS and SMS documents such as forms and original reports are to be filed and kept at the locations specified in the various EMS and SMS procedures.

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Obsolete documents are to be removed by the DC from the Controlled Document section and replaced with the new revision (if available). The obsolete (old) version of the EMS and SMS documents shall be clearly marked as OBSOLETE and stored in the Archive File and retained for at least 5 years unless different requirements are stipulated by permits or by legislation. In this case the latter will prevail.

All records related to the EMS and SMS (templates, signed documents, etc) shall also be retained for at least 5 years.

Common EMS and SMS documents will be retained in the Safety Management System File.


6.4.2 Soft Copy

The E&SC and DC shall maintain the EMS and SMS Folders on the Enemalta plc server, within a dedicated folder for filing of EMS and SMS documents and other EMS and SMS related documents. However, access to this folder is limited. Only members belonging to the EMS and SMS Security Group will be able to access this folder. This group includes all RAO staff, ERs and SRs, Managers and other ENE personnel who require access, at the discretion of the E&SC. Only the MR, E&SC and DC are allowed **Modify** access rights to the EMS and SMS Folders. All other members of the EMS and SMS Security Group are allowed only **Read Only** rights.

The EMS and SMS folder will be divided into various subfolders. Different sub-folders can be defined for procedures, instructions, plans and programs, or other document categories. The main folder for control of documents is called **DOCUMENT CONTROL**. Subfolders within this folder indicate the status of the EMS and SMS documents as follows:

- **Controlled Documents:** contains active documents
- **Draft Documents:** contains draft (in process) documents
- **Archives:** contains obsolete (superseded) documents

The latest approved documents shall be saved on the EMS and SMS folder in both .doc and .pdf format in a folder marked as **Controlled documents** in the parent folder called **DOCUMENT CONTROL**. Access to the **DOCUMENT CONTROL** folder will be given only to the Environmental and Safety Coordinator (E&SC) and the Document Controller (DC). It is hidden to all other EMS and SMS Security Group members.

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All Controlled EMS and SMS Documents are available in .pdf format to all ENE employees who have access to the Enemalta Intranet Portal. Where a computer is not available, ENE employees may ask their direct superior to provide them a hard copy of the latest approved version, which can be downloaded from the Enemalta Intranet Portal. It is important to ensure that any obsolete versions of printed copies of EMS and SMS documents are **DESTROYED**.

Common EMS and SMS documents will be retained in the Safety Management System folder on the server. In the Enemalta Intranet Portal, a shortcut of the document is also present in the EMS folder.


6.5 Reviewing and updating of EMS and SMS documents

Whenever a document needs to be updated a request has to be issued to the E&SC and DC via email. The DC will forward a soft copy of the latest revision of the active controlled document in a .doc version to the person issuing the request. Before forwarding the document the header of the document will be changed from “Controlled document” to “Draft document” to show the change of status of the document, from an active document to a draft version.

The movement of the document is to be recorded by the Document Controller in **DOC 14 - EMS and SMS Document List and Status** which is a document that keeps record of all documents currently being edited, person responsible for the editing and other relevant information.

Draft documents shall be saved in the subfolder dedicated for such documents, called **Draft Documents** in the parent folder **DOCUMENT CONTROL**. These documents will be documents which are being revised. Once the update of the document is complete, the document must go through the approval cycle. The same applies for new documents. Once the document has been approved, the .doc version is placed in the **Controlled Documents** folder in the parent folder **DOCUMENT CONTROL** and a .pdf version is saved.

Certain documents, such as the Environmental Improvement Program, may require continuous or frequent updating in order to monitor the status of the activities mentioned. In this case, a formal approval of the authoritative person is obtained initially, usually during the Management Review and then the document is updated periodically without the need for a formal approval each time.

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Other documents like SOPs, MPs, etc shall be reviewed as deemed necessary. If no changes are required, the document will be marked in the Document Control System as ***Reviewed but no changes required***, indicating the date of review and the name of reviewer. If changes are required, the Responsible person and E&SC will liaise to update the document and issue a new revision.

A document should also be reviewed when there are changes in the persons responsible for the document. The document controller is to send the latest version of the document to the new responsible who can either confirm the document (thus the document is marked as ***Reviewed but no changes required***) or suggest changes to the document and a new revision will be issued. The new revision of the document will then go through the normal approval cycle.

6.6 Responsibility of the Document Controller

It is the responsibility of the DC to:

- Ensure that the latest approved revision of the EMS or SMS documents are present on the Enemalta Portal and website
- Communicate and make the necessary arrangements with the PC when a new revision of an EMS or SMS document needs to be uploaded on the Intranet Portal
- Communicate and make the necessary arrangements with the website coordinator when a new revision of an EMS or SMS document needs to be uploaded on the website
- Inform all concerned personnel through adequate channels that a new document or a new revision of a document has been uploaded on the portal and on the website when applicable.
- Ensure that previous versions of the document are removed from the Enemalta Portal
- Save a copy of the obsolete documents (.pdf and .doc) in the appropriate subfolder dedicated for obsolete documents, named **Archives** located in the **DOCUMENT CONTROL** folder

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- Keep track of all documents using **DOC 14 - EMS and SMS Document List and Status** as a live document.

This document contains sheets for


- Documents in Progress
- SOPs
- DOCs
- Management Procedures
- Other EMS and SMS Documents
- Emergency Plans
- Tenders
- Working Instructions
- Forms

6.7 Distribution of EMS and SMS Documents

The DC is to maintain the distribution list in the **DOC 14 - EMS and SMS Document List and Status** for each EMS and SMS document. The distribution list is a list of ENE personnel that need to be notified about a change to the document since it is directly or indirectly relevant to their work.

When the document passes the full approval cycle, the header of the revised version will be marked as **“Controlled document”** and the document will be saved in the subfolder for **Controlled** documents in the **DOCUMENT CONTROL** folder.

A .pdf version of the approved Controlled Document is to be sent to the PC, indicating the location where the document is to be uploaded on the Intranet Portal. In the case where a document will affect all Enemalta employees, a Portal Update will be sent by the PC, informing all Enemalta personnel of the new document/revision issued.

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When a document applies only to a specific group of Enemalta employees this will be uploaded on the Enemalta Intranet Portal and the notification of the new document to the concerned personnel will be issued by the DC. The notification will be issued via the Document Control email address and flagged with a read receipt. In this email, the DC will notify all ENE personnel in the distribution list that a new revision of the document has been issued and provides a link to the document on the Enemalta Intranet Portal. The recipients of this email are asked to read, understand and put in practice the document contents and also to inform their subordinates about the amendment/s to the document. The recipients are also asked to discard any printed copies of the previous revision of this document.

The Read receipt will be kept by the DC as evidence that the concerned parties read the notification that the document was updated and a new revision was launched.

Only signed hard copies of EMS and SMS documents are to be considered as Controlled Documents.

The DC shall ensure that **DOC 14 - EMS and SMS Document List and Status** is updated and makes reference to the latest revision of the Controlled documents.

7 Related documents

DOC 14 - EMS and SMS Document List and Status