



SEMP-10		U.S. Army-Hawaii	
PROCEDURE: Control of Documents		DATE: 24 June 2010	Page 1 of 5
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



SEMP-10: Control of Documents

1. Purpose

The purpose of this procedure is to establish the process used to ensure that documents used in support of the U.S. Army-Hawaii SEM are properly controlled. This procedure will be established, implemented and maintained to ensure that installation personnel have easy access to current versions of SEM related documents. Further, this procedure will ensure that SEM documents have been reviewed and approved for their adequacy.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.5] and Procedure

ISO Requirement	Procedure
The installation shall establish, implement and maintain a procedure to approve documents for adequacy prior to issue,	Controlled documents necessary for the planning and operation of the SEM can be originated by anyone working for the U.S. Army-Hawaii. Controlled environmental documents are subject to periodic reviews and approval, for their adequacy, by appropriate installation management personnel, and may be of internal or external origin. Approval authorities for controlled environmental documents varies based on the range of units/organizations and the level of personnel the document applies to.
review and update as necessary and re-approve documents,	Controlled environmental documents are reviewed for their adequacy and updated by the appropriate personnel (e.g., document owner) as necessary. Document owners coordinate revisions with other subject matter experts, as appropriate, for quality assurance and forward to designated approval authorities for signature.
ensure that changes and the current revision status of documents are identified,	Document owners are responsible for ensuring that current revisions of controlled documents are easily identifiable. Changes and revisions to the SEM Manual and procedures are tracked using a "Document Change History Table" located at the end of the document. This table is used to track the nature and date of each document revision and to ensure that the changes and/or corrections made were accurate. Each time a SEM controlled document is revised, the

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	<p>following information will be recorded to the Document Change History Table:</p> <ul style="list-style-type: none"> • Revision Dates - the date of each document revision • Nature of Revisions - a brief description of the nature of the revision • Names of Document Review Participants - list the name of each individual who participated in the document review/revision
ensure that relevant versions of applicable documents are available at points of use,	<p>Users of controlled environmental documents are responsible for obtaining and using the most current versions of documents applicable to their operations.</p> <p>Verification, to ensure the most current version of controlled environmental documents is being used, is periodically accomplished through internal compliance inspections by the environmental division staff.</p> <p>The most current version of controlled environmental documents is maintained on the Environmental Division shared drive and included in the SEMPs 10 & 16: Inventory of Documents and Records.</p> <p>U.S. Army-Hawaii personnel may print documents from the system for instructional, reference or knowledge purposes. However, personnel are responsible for understanding that printed documents are current only as of the date and time printed.</p> <p>U.S. Army-Hawaii personnel must verify that printed documents are current prior to use. This can be accomplished by checking with the Environmental Division.</p>
ensure that documents remain legible and readily identifiable,	<p>Users of controlled environmental documents are responsible for obtaining, using and maintaining legible and readily identifiable applicable documents.</p> <p>Additional copies of documents may be obtained by contacting the Environmental Division.</p> <p>Document owners are responsible for ensuring controlled documents remain legible and are readily identifiable.</p>
ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and	<p>Owners of controlled document of external origin are responsible for ensuring that their distribution is controlled.</p>

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<p>prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.</p>	<p>Users of controlled environmental documents are responsible for obtaining and using the most current versions of documents applicable to their operations.</p> <p>Installation personnel are responsible for understanding that printed documents are current only as of the date and time printed.</p> <p>U.S. Army-Hawaii personnel must verify that printed documents are current prior to using it. This can be accomplished by checking with the Environmental Division.</p> <p>When performing environmental audits or inspections, Environmental Division staff will assist in identifying and removing obsolete documents.</p> <p>Supervisors, Program Managers, and/or ECOs are responsible for notifying affected personnel under their direction of relevant document changes.</p>
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Approves and issues environmental-related policies, Command directives, management plans and guidance documents designed to control the installation's activities and processes associated with significant environmental aspects. • Reviews and endorses the U.S. Army-Hawaii SEM Manual.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Has the ultimate responsibility for SEM document control. • Assists the SEMPM and Environmental Division staff reviewing, revising and routing controlled environmental related documents for proper signature by approval authorities.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Ensures that approved versions of SEM controlled documents relating to environmental aspects are readily available, legible, and that changes and the current revision date of the documents are easily identifiable. • Identifies problems or deficiencies in SEM documentation (SEMP-09) on a continuing basis and ensure incorporation of required changes. • Coordinates with Environmental Division Program Managers to maintain the SEMP 10 & 16: Inventory of Documents and Records.
Environmental Division Staff	<ul style="list-style-type: none"> • Ensure that controlled documents are updated as required by the Federal, State, local, and Army regulations. • Maintains, renews and monitors facility environmental permits issued by regulatory agencies. • Coordinates with the SEMPM to maintain the SEMP 10 & 16: Inventory

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	of Documents and Records.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel within their unit/organization of relevant document changes.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel within their unit/organization of relevant document changes.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Coordinate with the Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Distribute SEM controlled documents or ensure that appropriate personnel working within their unit/organization have access to the most current electronic version of environmental controlled documents. • Notify the SEMPM or Environmental Division staff of changes in processes that should be noted in controlled document updates. • Notify affected personnel under their direction of relevant document changes.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Coordinate with Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents are available. • Notify Environmental Division of changes in processes that should be noted in updates. • Notify affected personnel under their direction of relevant document changes.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Verify that printed documents are current prior to use.
Contractors	<ul style="list-style-type: none"> • Responsible for ensuring that they obtain and use the most current version of environmental documents pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.

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5. References

- ISO 14001:2004(E), 4.4.5 Control of Documents
- U.S. Army-Hawaii SEM Manual
- SEMP-04, Legal and Other Requirements
- SEMP-09, Documentation
- SEMPs 10 & 16: Inventory of Documents and Records

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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