

ELEMENT 12
EMS Documentation & Document
Control

Checklist

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_12_Checklist.doc	02		04/18/06	

- Completed a biosolids management policy and EMS Manual with procedures and documents.
- Established and implemented operational controls and instructions for all significant critical control points.
- Established record-keeping procedures and forms and records retention requirements for inspections, operating logs, monitoring, measurement, laboratory testing, equipment calibration and reports.
- Established procedures, schedules and records for EMS internal audits, periodic performance reports, management reviews and corrective actions.
- Trained and documented employee and contractor staff understanding of the EMS.

Reviewer's Signature

Date