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**ELEMENT 12**  
**EMS Documentation & Document**  
**Control**

**Procedures**

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_12_Procedures.doc	03		04/06/05	

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1. Create, update, and make revisions to files, documents, and records per the document revision system.
2. As needed, review, and update files, documents, and records in the BETS. Verify that:
  - a. The latest copies are available
  - b. Documents are orderly and legible
  - c. Documents and records are retained for a minimum of five years or for the period of time that may be required by law
  - d. Documents are revised per the document revision system
3. Review and update the BETS master document list:
  - a. When new documents are added
  - b. When existing documents are removed and/or relocated
  - c. When existing documents are renamed
4. Maintain and update the BETS log per audit procedures.
5. Review and revise the contractor requirements for documentation and record keeping specified in the bid or contract documents.
6. Review and update contractor documents.