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		Revision No	00
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ACTIVITY	ROLE / NAME	DATE	SIGNATURE
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Review	Environmental & Sustainability Section Head	01.03.2022	Madawi Al-Shafi
Approval	Director of Facilities and General Services Department	01.03.2022	Mai Fetais


REVISION HISTORY

REV NO	REV DATE	REASON FOR CHANGE	BRIEF DESCRIPTION OF THE CHANGES	EFFECTIVE DATE OF IMPLEMENTATION
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1. PURPOSE

- To establish and maintain a system for preparation, review, approval, distribution, availability and updating of internal documents as well as maintenance of external documents related to the Environmental Management Systems (EMS). To provide a numbering / coding system to the documentation evolved in Organization.
- To establish a procedure for controlling various records with regards to, identification, storage, protection, retrieval, minimum retention period and disposal methodology.

2. FIELD OF APPLICATION

- Applicable to the documentation structure of the EMS that includes the Environment manual, policies, objectives, procedures, work instructions, guidelines & forms including information of documents of external origin.
- The control of records pertains to that documentation, generated during the activities performed with regards to Environment policy and procedures.


3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation
-	ISO Standard 14001:2015
QU-EMS-MNL-01	Environmental Management Systems Manual

4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
QU	Qatar University
SOP	Standard Operating Procedure
WI	Work Instruction
MS	Method Statement
MSP	Management Systems Procedure
OCP	Operations Control Procedure
AFA	Administration and Financial Affairs

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VP	Vice President
FGSD	Facilities and General Services Department
ESS	Environment and Sustainability Section
ES	Environmental and Sustainability
Dean	Dean of College
GDL	Guidelines
Document	Information and its supporting medium, specification procedure document, drawing, standard, checklist – also see <i>Note 1, 2, 3 & 4</i> below
MR	Management Representative
EMS	Environmental Management Systems
Record	A document stating results achieved or providing evidence of activities. They are LEVEL 4 documents in the Documentation Structure – also see <i>NOTE 5 & 6</i> below
Environmental Champion	The appointed by management representative from department/ college/ center for the implementation and maintenance of the EMS.

NOTE 1: The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.


NOTE 2: A set of documents, for example specifications and records, is frequently called 'documentation'.

NOTE 3: Some requirements (e.g. the requirement to be readable) relate to all types of documents, however there can be different requirements for specifications (e.g. the requirement to be revision controlled) and records (e.g. the requirement to be retrievable).

NOTE 4: Documents coming from any organization outside Organization (e.g. from the Ministry, Customers etc.) which are important for carrying out various processes within Organization are termed as 'external documents'.

NOTE 5: Records are used to document traceability and to provide evidence of verification or activities performed.

NOTE 6: Records are not under revision control, but are retained for a minimum period of time.

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5. RESPONSIBILITY

The overall responsibility for the content, quality, adequacy, and continuing applicability of this document lies with the MR.


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Table 1:

STAGES	Level 1	Level 2	Level 3	Level 4
	EMS Manual/Policy	EMS Procedures	OCP (SOP, MS, WI, Guidelines)	Forms/Records
Preparation by	ES Specialist / MR	ES Specialist / MR	Environmental Champion/College Representative	Environmental Champion /College Representative
Review	ES Section Head	ES Section Head	ES Section Head	ES Section Head
Approval / Re-approval by	Director of FGSD VP of AFA QU President - Policy	Director of FGSD	Head of the Department/College Director of FGSD	Head of the Department/College Director of FGSD
Issue & Distribution	ES Section Head	ES Section Head	ES Section Head	ES Section Head
Change Request	ES Specialist / ES Section Head	ES Specialist / ES Section Head	Environmental Champion	Environmental Champion
Change Request Approval	ES Section Head	ES Section Head	ES Section Head	ES Section Head


6. PROCEDURE

6.1. General – Requirements for Procedure

The QU's environmental management system shall include:

- a) documented information required by ISO 14001:2015 Standard.
- b) documented information determined by the organization as being necessary for the effectiveness of the environmental management system.

NOTE: The extent of documented information for an environmental management system can differ from one organization to another due to:

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- the size of organization and its type of activities, processes, products and services;
- the need to demonstrate fulfilment of its compliance obligations;
- the complexity of processes and their interactions;
- the competence of persons doing work under the organization’s control.

6.1.1 Creating and updating

When creating and updating documented information, the organization shall ensure appropriate:

- a) identification and description (e.g. a title, date, author, or reference number);
- b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) review and approval for suitability and adequacy.

6.1.2 Control of documented information

Documented information required by the environmental management system ISO 14001:2015 Standard shall be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed;
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, the organization shall address the following activities as applicable:


- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the environmental management system shall be identified, as appropriate, and controlled.

NOTE: Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

6.2. General – Procedure for Document Control


1. A **Master List of Maintained Documented Information “QU-EMS-ESS-FRM-01”** shall be maintained by the MR / ES Specialist. This shall contain the names of all the other documents used within Organization or respective Section.

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2. The purpose of maintaining such a master list is to clearly state the current revision status of the relevant document/page, the approving authority and the personnel in possession of the relevant document.
3. Each document shall be clearly legible and shall have unique identification, which includes, as appropriate:
 - Document title
 - Document code
 - Revision number
 - Issue date
 - Preparation & Approver name
 - Page numbers & total number of pages
4. In case of documents of external origin, these shall be reviewed by the relevant personnel and mentioned in the *Master List of External Documents “QU-EMS-ESS-FRM-03”* and distribution shall be controlled by mentioning the personnel in possession of this document.
5. In case a need to create a fresh document is found necessary to address a process / activity / task, then the relevant author (as per *Table 1*) shall identify the requirements to be included in the document and discuss the same with the respective Environmental Champion or the MR.
6. The document shall be reviewed and approved by the designated personnel as mentioned in *Table 1*.
7. Whether a document consists of one or more than one page, in all cases the approver shall sign on the first page only, prior to the use of the document.
8. A set of sample forms, with current revision status, shall be maintained along with the corresponding approved procedures and manual in a file titled as **“ORIGINAL”**. The same shall also be scanned and stored in the electronic medium under the control of the ES Specialist/MR.

6.3. Issue & Distribution Control

1. Photocopies, where required, shall be made from the original copy only and circulated with relevant instructions to the relevant employees. Scanned copies available with the ES Specialist/MR can also be sent via electronic medium to necessary personnel.
2. The documents shall be properly identified and stored in defined space to facilitate quick reference to concerned persons.

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3. The national and international standards used (where required) for EMS including the various specifications standards – statutory requirements shall be maintained by the ES Specialist/MR. They shall be kept updated through regular interaction with relevant bodies.

6.4. Document Changes / Revision Control

1. Personnel mentioned as per *Table 1* can request for a change in the procedure by filling a ***Document Creation / Change Request Form “QU-EMS-ESS-FRM-04”*** and submitting it to the concerned approval authority. The approval authority shall discuss and finalize the change desired with the process owner.
2. If the change pertains to one function/activity only, the proposed change shall be discussed with the concerned personnel, else a meeting shall be called for all affected process owners / Environmental Champions to discuss and finalize the change desired.
3. The revision details shall be updated in the respective *Master List of Maintained Documented Information* and the change shall be effectively made in the identified location for further use to concerned personnel.
4. The obsolete/invalid documents shall be removed or archived. If for any case, the obsolete documents are to be retained, they shall be clearly identified as ***OBSOLETE*** by storing them in an appropriate manner. While the documents in the electronic medium, if they are to be retained, shall be archived into the folder called ***ARCHIVE***.
5. The EMS Documents shall be periodically reviewed under following conditions:
 - Addition / change of any process to the existing level
 - Any situation requiring review
 - Any incident / accident leading to change in document
 - Any change in legal requirements leading to change in document
6. Based on the review if any changes are made, the revised documents shall be issued as mentioned in Section 6.2, where necessary.

6.5. General – Procedure for Record Control

1. Every record maintained in Organization shall be structured and shall have a specific format with a unique identification i.e. unique title and number. The records shall be referenced in the procedures where possible.
2. A ***Master List of Retained Documented Information “QU-EMS-ESS-FRM-02”*** that details out all the records that need to be maintained as defined in the respective procedures, shall be

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maintained by the MR / respective Environmental Champion. This list is only to indicate the different records and their current revision status.

3. The respective Section director / MR shall be responsible to maintain the records with regards to storage, protection, retrieval, and minimum retention period and disposal methodology.
4. All records shall be stored either in files pertaining to respective department or in electronic medium.
5. The retention period for each record shall be mentioned in the *Master List of Retained Documented Information*.
6. The method of disposal for all records (once they have exceeded the minimum retention period) shall be shredded and recycled.
7. Each record shall carry an authorized signatory indicating completion of tasks with appropriate remarks where required. The authorized personnel shall ensure that all necessary details are filled up before authorizing the record.
8. The relevant functional procedures shall describe which records are generated and these shall be enlisted in the *Master List of Retained Documented Information*.

6.6. Document Numbering System

All the EMS documents shall bear a unique number. Numbering of the EMS documents shall be as follows:

LEVEL 1: EMS Manual and EMS Policy

The EMS manual shall be numbered as “**QU-EMS-MNL-NN**” and explained as follows:

QU - Qatar University

EMS – Environmental Management Systems

MNL – Manual


NN – Number of the manual

The EMS policy shall be numbered as “**QU-EMS-POL-NN**” and explained as follows:

QU - Qatar University

EMS – Environmental Management Systems

POL – Policy

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NN – Number of the policy

LEVEL 2: EMS Procedures

EMS procedures shall be identified with an alphanumeric code as “QU-EMS-PRO-NN” and explained as follows:

QU - Qatar University

EMS – Environmental Management Systems

PRO – Procedure

NN – Running serial number assigned to the procedure

LEVEL 3: Other Documents

Other documents include documents for process control / operation and control of projects and processes e.g., standard operating procedures, work instructions, project plans, method statements inclusive of inspection and test plans. These documents may be specific to an activity / process and shall be identified with an alphanumeric code as “QU-EMS-XXX-YYY-NN” and explained as follows:

QU - Qatar University

EMS – Environmental Management Systems

XXX – stands for department or section name – *FGSD (Facilities and General Services Department), ESS (Environmental and Sustainability Section), HSS (Health and Safety Section), ITS (Information Technology Services), HR (Human Resources), FIN (Finance), PRT (Procurement), ADM (Admin), CE (Center for Entrepreneurship)* etc.

YYY – stands for type of document – *SOP (Standard Operating Procedure), WIN (Work Instructions), MS (Method Statements), GDL (Guidelines)* etc.


NN – Running serial number assigned to the procedure

LEVEL 4: Records

Records shall be identified with an alphanumeric code as “QU-EMS-XXX-FRM-NN” and explained as follows:

QU - Qatar University

EMS – Environmental Management Systems

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XXX – stands for department or section name – *FGSD (Facilities and General Services Department), ESS (Environmental and Sustainability Section), HSS (Health and Safety Section), ITS (Information Technology Services), HR (Human Resources), FIN (Finance), PRT (Procurement), ADM (Admin), CE (Center for Entrepreneurship)* etc.

FRM – Form

NN – Running serial number assigned to the record

7. RECORDS

The following records are maintained through this procedure:

- Master List of Maintained Documented Information: QU-EMS-ESS-FRM-01
- Master List of Retained Documented Information: QU-EMS-ESS-FRM-02
- Master List of External Documents: QU-EMS-ESS-FRM-03
- Document Creation / Change Request: QU-EMS-ESS-FRM-04