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Master Document List — ISO 14001:2026 Clause 7.5.3

Maintained by EMS Coordinator. All documented information in the EMS is listed on this sheet.

Doc Ref	Document Name	Version	Type	Status	Linked ISO Clause	Owner	Approver	Storage Location	Created on	Last Reviewed	Review Freq (mo)	Next Review Due	Review Status	Retention Period	Retention Basis	Confidentiality	Notes
M0100-01	EMS Manual	Rev 1.0	Manual	Active	4.4	EMS Manager	Top Management	DMS /EMS/Manuals/	2024-04-19	2026-03-05	12	2027-03-05	On Track	Indefinite	Controlled master document; retained as EMS backbone.	Internal	Remediated to ISO 14001:2026 in April 2026. References P0614-01 (was P0611-01).
P0410-01	Context Analysis Procedure	Rev 1.0	Procedure	Active	4.1	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0420-01	Interested Parties Analysis Procedure	Rev 1.0	Procedure	Active	4.2	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0530-01	Roles and Responsibilities Procedure	Rev 1.0	Procedure	Active	5.3	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0612-01	Environmental Aspects Procedure	Rev 1.0	Procedure	Active	6.1.2	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0613-01	Compliance Obligations Procedure	Rev 1.0	Procedure	Active	6.1.3	Environmental Coordinator	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0614-01	Risks and Opportunities Procedure	Rev 1.0	Procedure	Active	6.1.4	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0620-01	Environmental Objectives Procedure	Rev 1.0	Procedure	Active	6.2	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0630-01	Change Management Procedure	Rev 1.0	Procedure	Active	6.3	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0710-01	Facilities and Infrastructure Procedure	Rev 1.0	Procedure	Active	7.1	Facilities Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0723-01	Competence and Awareness Procedure	Rev 1.0	Procedure	Active	7.2, 7.3	HR Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0740-01	Communication Procedure	Rev 1.0	Procedure	Active	7.4	EMS Coordinator	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0750-01	Documented Information Procedure	Rev 1.0	Procedure	Active	7.5	EMS Coordinator	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0810-01	Operational Control Procedure	Rev 1.0	Procedure	Active	8.1	Operations Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0820-01	Emergency Situations Procedure	Rev 1.0	Procedure	Active	8.2	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0911-01	Analysis and Evaluation Procedure	Rev 1.0	Procedure	Active	9.1.1	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0911-02	Calibrated Equipment Procedure	Rev 1.0	Procedure	Active	9.1.1	Facilities Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P0912-01	Evaluation of Compliance Procedure	Rev 1.0	Procedure	Active	9.1.2	Environmental Coordinator	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0920-01	Internal Auditing Procedure	Rev 1.0	Procedure	Active	9.2	Internal Audit Lead	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P0930-01	Management Review Procedure	Rev 1.0	Procedure	Active	9.3	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
P1010-01	Improvement Procedure	Rev 1.0	Procedure	Active	10.1	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3	Internal	
P1020-01	Corrective Action Procedure	Rev 1.0	Procedure	Active	10.2	EMS Manager	Top Management	DMS /EMS/Procedures/	2024-10-16	2025-10-21	24	2027-10-21	On Track	10 years	ISO 14001 retention practice — 3 years beyond supersede	Internal	
F0410-01	Context Analysis Register	Rev 1.0	Register	Active	4.1	EMS Coordinator	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain current version + 3 superseded	Internal	
F0420-01	Interested Parties Register	Rev 1.0	Register	Active	4.2	EMS Coordinator	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain current version + 3 superseded	Internal	
F0530-03	Roles and Responsibilities Matrix	Rev 1.0	Register	Active	5.3	EMS Coordinator	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain current version + 3 superseded	Internal	
F0612-01	Aspect Identification Register	Rev 1.0	Register	Active	6.1.2	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0613-01	Compliance Obligations Register	Rev 1.0	Register	Active	6.1.3	Environmental	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0614-01	Risks and Opportunities Register	Rev 1.0	Register	Active	6.1.4	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0620-01	EMS Objectives Register	Rev 1.0	Register	Active	6.2	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0630-03	Change Request Log	Rev 1.0	Log	Active	6.3	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0750-01	Master Document List	Rev 1.0	Register	Active	7.5	EMS Coordinator	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0911-01	Monitoring & Measurement Plan	Rev 1.0	Plan	Active	9.1.1	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0911-02	Monitoring & Measuring Resources Log	Rev 1.0	Log	Active	9.1.1	Facilities Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0920-01	Internal Audit Programme	Rev 1.0	Programme	Active	9.2	Internal Audit Lead	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0920-02	Internal Audit Checklist	Rev 1.0	Checklist	Active	9.2	Internal Audit Lead	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0920-04	Clause to Evidence Map	Rev 1.0	Register	Active	9.2	Internal Audit Lead	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0930-01	Management Review Tracker	Rev 1.0	Tracker	Active	9.3	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F1020-01	Corrective Action Tracker	Rev 1.0	Tracker	Active	10.2	EMS Manager	EMS Manager	DMS /EMS/Tools/	2024-10-16	2026-03-05	12	2027-03-05	On Track	10 years	ISO 14001 Clause 7.5.3 — retain	Internal	
F0410-02	SWOT Analysis Form	Rev 1.0	Template	Active	4.1	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0410-03	PESTLE Analysis Form	Rev 1.0	Template	Active	4.1	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0530-01	Job Description	Rev 1.0	Template	Active	5.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0530-02	Authority Matrix	Rev 1.0	Template	Active	5.3	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0612-02	Aspect Identification Worksheet	Rev 1.0	Worksheet	Active	6.1.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0613-02	Compliance Obligation Assessment Form	Rev 1.0	Form	Active	6.1.3	Environmental	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0614-02	Opportunity Evaluation Form	Rev 1.0	Form	Active	6.1.4	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0630-01	Request for Change	Rev 1.0	Form	Active	6.3	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0630-02	Change Management Assessment	Rev 1.0	Form	Active	6.3	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0710-01	Maintenance & Service Record	Rev 1.0	Record	Active	7.1	Facilities Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0710-02	Equipment Maintenance & Service Log	Rev 1.0	Log	Active	7.1	Facilities Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0723-01	Training Needs Analysis	Rev 1.0	Template	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice —	Internal	
F0723-02	Departmental Competency Matrix	Rev 1.0	Template	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0723-03	Competency Assessment	Rev 1.0	Template	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	On Track	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	

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F0723-04	Employee Induction Checklist	Rev 1.0	Checklist	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0723-05	Training Attendance List	Rev 1.0	Template	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0723-06	Training Evaluation	Rev 1.0	Template	Active	7.2, 7.3	HR Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0740-01	Communication Matrix	Rev 1.0	Template	Active	7.4	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0750-02	Document Issue Sheet	Rev 1.0	Template	Active	7.5	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0750-03	Document Review Sheet	Rev 1.0	Template	Active	7.5	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0750-04	Document Change Request	Rev 1.0	Form	Active	7.5	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0810-01	Life Cycle Analysis	Rev 1.0	Template	Active	8.1	Operations Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0810-02	Environmental Control Plan	Rev 1.0	Template	Active	8.1	Operations Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0820-01	Emergency Situations Matrix	Rev 1.0	Template	Active	8.2	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0820-02	Emergency Equipment Log	Rev 1.0	Log	Active	8.2	Facilities Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0911-03	Environmental Performance Report	Rev 1.0	Report	Active	9.1.1	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	Renumbered from F0911-01 in April 2026 to resolve number-reuse conflict.
F0912-01	Compliance Evaluation Report	Rev 1.0	Report	Active	9.1.2	Environmental Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0920-03	Internal Audit Report	Rev 1.0	Report	Active	9.2	Internal Audit Lead	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	Renumbered from F0920-01 in April 2026 to resolve number-reuse conflict.
F0930-02	Management Review Minutes	Rev 1.0	Record	Active	9.3	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F0930-03	EMS Management Review Meeting	Rev 1.0	Template	Active	9.3	EMS Manager	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1010-01	Improvement Activity Form	Rev 1.0	Form	Active	10.1	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1010-02	Process Assessment	Rev 1.0	Template	Active	10.1	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-02	Corrective Action Report	Rev 1.0	Report	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-03	A3 Action Plan	Rev 1.0	Template	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-04	5-Whys Worksheet	Rev 1.0	Worksheet	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	

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F1020-05	8D Worksheet	Rev 1.0	Worksheet	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-06	Action Items Log	Rev 1.0	Log	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-07	Fishbone (Ishikawa) Worksheet	Rev 1.0	Worksheet	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-08	Supplier Corrective Action	Rev 1.0	Form	Active	10.2	Procurement Lead	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
F1020-09	Effectiveness Review	Rev 1.0	Form	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/Forms/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	ISO 14001 retention practice — template retention 10 years; completed record retention per operating procedure.	Internal	
G0005-01	Management System Guidance	Rev 1.0	Guidance	Active	All clauses	EMS Manager	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0006-01	Implementation Plan User Guide	Rev 1.0	User Guide	Active	All clauses	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0007-01	Gap Analysis Plan User Guide	Rev 1.0	User Guide	Active	4 – 10	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0410-01	Context Analysis Register User Guide	Rev 1.0	User Guide	Active	4.1	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0420-01	Interested Parties Register User Guide	Rev 1.0	User Guide	Active	4.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0530-03	Roles and Responsibilities Matrix User Guide	Rev 1.0	User Guide	Active	5.3	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0612-01	Environmental Aspects Register User Guide	Rev 1.0	User Guide	Active	6.1.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0613-01	Compliance Obligations Register User Guide	Rev 1.0	User Guide	Active	6.1.3	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0614-01	Risks & Opportunities Register User Guide	Rev 1.0	User Guide	Active	6.1.4	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0620-01	EMS Objectives Register User Guide	Rev 1.0	User Guide	Active	6.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0630-03	Change Request Log User Guide	Rev 1.0	User Guide	Active	6.3	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0750-01	Master Document List User Guide	Rev 1.0	User Guide	Active	7.5	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0911-01	Monitoring & Measurement Plan User Guide	Rev 1.0	User Guide	Active	9.1.1	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0911-02	Monitoring & Measuring Resources Log User Guide	Rev 1.0	User Guide	Active	9.1.1	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0920-01	Internal Audit Programme User Guide	Rev 1.0	User Guide	Active	9.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0920-02	Internal Audit Checklist User Guide	Rev 1.0	User Guide	Active	9.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0920-04	Clause to Evidence Map User Guide	Rev 1.0	User Guide	Active	9.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0930-01	Management Review Tracker User Guide	Rev 1.0	User Guide	Active	9.3	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G1020-01	Corrective Action Tracker User Guide	Rev 1.0	User Guide	Active	10.2	EMS Coordinator	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G1020-02	Root Cause Analysis Methodologies	Rev 1.0	Guidance	Active	10.2	EMS Manager	EMS Manager	DMS /EMS/User Guides/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	10 years	Companion document to tool; lifecycle follows tool.	Internal	
G0001-01	ISO 14001 Gap Analysis 2015 vs 2026	Rev 1.0	Guidance	Active	All clauses	EMS Manager	EMS Manager	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Guidance document — retain until superseded by next revision	Internal	
G0002-01	ISO 14001:2026 Gap Analysis Checklist	Rev 1.0	Checklist	Active	4 – 10	EMS Manager	EMS Manager	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Guidance document — retain until superseded by next revision	Internal	
G0003-01	ISO 14001:2026 Gap Analysis Plan	Rev 1.0	Plan	Active	4 – 10	EMS Manager	EMS Manager	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Guidance document — retain until superseded by next revision	Internal	
G0004-01	ISO 14001:2026 Implementation Plan	Rev 1.0	Plan	Active	All clauses	EMS Manager	EMS Manager	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Guidance document — retain until superseded by next revision	Internal	
G0009-01	EMS Manual Editable Diagrams	Rev 1.0	Template	Active	4.4	EMS Manager	EMS Manager	DMS /EMS/Manuals/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Indefinite	Guidance document — retain until superseded by next revision	Internal	
EMS-CHK-Step-01	Step 01 — Assign Resources & Form EMS Team	Rev 1.0	Checklist	Active	5.1, 5.3, 7.1	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-02	Step 02 — Adopt ISO 14001:2026	Rev 1.0	Checklist	Active	All clauses	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-03	Step 03 — Determine Context of the Organization	Rev 1.0	Checklist	Active	4.1	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-04	Step 04 — Identify Interested Parties & Compliance Obligations	Rev 1.0	Checklist	Active	4.2, 6.1.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-05	Step 05 — Define the EMS Scope	Rev 1.0	Checklist	Active	4.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	

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EMS-CHK-Step-06	Step 06 — Deliver EMS Awareness Briefing	Rev 1.0	Checklist	Active	7.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-07	Step 07 — Gap Analysis Against ISO 14001:2026	Rev 1.0	Checklist	Active	All clauses	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-08	Step 08 — Environmental Aspects and Impacts	Rev 1.0	Checklist	Active	6.1.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-09	Step 09 — Compliance Obligations Register	Rev 1.0	Checklist	Active	6.1.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-10	Step 10 — Environmental Risks and Opportunities	Rev 1.0	Checklist	Active	6.1.4	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-11	Step 11 — Environmental Policy	Rev 1.0	Checklist	Active	5.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-12	Step 12 — Environmental Objectives and Action Plans	Rev 1.0	Checklist	Active	6.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-13	Step 13 — Roles, Responsibilities and Authorities	Rev 1.0	Checklist	Active	5.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-14	Step 14 — 1st Management Review & Certification Body Selection	Rev 1.0	Checklist	Active	9.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-15	Step 15 — Close Priority Gaps	Rev 1.0	Checklist	Active	Various	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-16	Step 16 — Competence, Training and Awareness	Rev 1.0	Checklist	Active	7.2, 7.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-17	Step 17 — Internal and External Communication	Rev 1.0	Checklist	Active	7.4	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-18	Step 18 — Control of Documented Information	Rev 1.0	Checklist	Active	7.5	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-19	Step 19 — Operational Planning and Controls	Rev 1.0	Checklist	Active	8.1	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-20	Step 20 — Emergency Preparedness and Response	Rev 1.0	Checklist	Active	8.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-21	Step 21 — Planning of Changes	Rev 1.0	Checklist	Active	6.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-22	Step 22 — Monitoring, Measurement, Analysis and Evaluation	Rev 1.0	Checklist	Active	9.1.1	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-23	Step 23 — Evaluation of Compliance	Rev 1.0	Checklist	Active	9.1.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-24	Step 24 — Internal Auditor Training and Audit Programme	Rev 1.0	Checklist	Active	9.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-25	Step 25 — 1st Cycle Internal Audit and Corrective Actions	Rev 1.0	Checklist	Active	9.2, 10.2	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-26	Step 26 — 2nd Management Review	Rev 1.0	Checklist	Active	9.3	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-27	Step 27 — Readiness Review / Pre-Assessment	Rev 1.0	Checklist	Active	All clauses	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-28	Step 28 — Certification Body Stage 1 Audit	Rev 1.0	Checklist	Active	All clauses	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
EMS-CHK-Step-29	Step 29 — Stage 2 Audit and Certification	Rev 1.0	Checklist	Active	All clauses	EMS Manager	Top Management	DMS /EMS/Implementation Plan/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until certification achieved + 3 years	Implementation programme artefact	Internal	
[ref pending]	EMS Package Overview	Rev 1.0	Guidance	Draft	All clauses	EMS Manager	EMS Manager	DMS /EMS/Get Started/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Orientation material — retain until superseded by next revision	Internal	Get Started onboarding artefact — assign G-series Doc Ref (file: EMS_Package_Overview.docx).
[ref pending]	EMS Quickstart Checklist	Rev 1.0	Checklist	Draft	All clauses	EMS Manager	EMS Manager	DMS /EMS/Get Started/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Orientation material — retain until superseded by next revision	Internal	Get Started onboarding artefact — assign G-series Doc Ref (file: EMS_Quickstart_Checklist.docx).
[ref pending]	EMS Reading Order by Role	Rev 1.0	Guidance	Draft	All clauses	EMS Manager	EMS Manager	DMS /EMS/Get Started/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Orientation material — retain until superseded by next revision	Internal	Get Started onboarding artefact — assign G-series Doc Ref (file: EMS_Reading_Order_by_Role.docx).
[ref pending]	EMS Package Map	Rev 1.0	Training	Draft	All clauses	EMS Manager	EMS Manager	DMS /EMS/Get Started/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Orientation material — retain until superseded by next revision	Internal	Get Started onboarding artefact — assign G-series Doc Ref (file: EMS_Package_Map.pptx).

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[ref pending]	EMS Customisation Pack	Rev 1.0	Template	Draft	All clauses	EMS Manager	EMS Manager	DMS /EMS/Get Started/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Until superseded	Orientation material — retain until superseded by next revision	Internal	Get Started onboarding artefact — assign G-series Doc Ref (file: EMS_Customisation_Pack.xlsx).
T0400-01	ISO 14001:2026 Clause 4 Training	Rev 1.0	Training	Active	4	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0500-01	ISO 14001:2026 Clause 5 Training	Rev 1.0	Training	Active	5	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0600-01	ISO 14001:2026 Clause 6 Training	Rev 1.0	Training	Active	6	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0700-01	ISO 14001:2026 Clause 7 Training	Rev 1.0	Training	Active	7	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0800-01	ISO 14001:2026 Clause 8 Training	Rev 1.0	Training	Active	8	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0900-01	ISO 14001:2026 Clause 9 Training	Rev 1.0	Training	Active	9	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T1000-01	ISO 14001:2026 Clause 10 Training	Rev 1.0	Training	Active	10	EMS Manager	EMS Manager	DMS /EMS/Training/Clause Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0100-01	Gap Analysis Process Training	Rev 1.0	Training	Active	All clauses	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0100-02	Implementation Process Training	Rev 1.0	Training	Active	All clauses	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0410-01	Context Analysis Register Training	Rev 1.0	Training	Active	4.1	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0420-01	Interested Parties Register Training	Rev 1.0	Training	Active	4.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0530-03	Roles and Responsibilities Matrix Training	Rev 1.0	Training	Active	5.3	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0612-01	Environmental Aspects Register Training	Rev 1.0	Training	Active	6.1.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0613-01	Compliance Obligations Register Training	Rev 1.0	Training	Active	6.1.3	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0614-01	Risks and Opportunities Register Training	Rev 1.0	Training	Active	6.1.4	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0620-01	EMS Objectives Register Training	Rev 1.0	Training	Active	6.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0630-03	Change Request Log Training	Rev 1.0	Training	Active	6.3	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0750-01	Master Document List Training	Rev 1.0	Training	Active	7.5	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0911-01	Monitoring & Measurement Plan Training	Rev 1.0	Training	Active	9.1.1	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0911-02	Monitoring & Measuring Resources Log Training	Rev 1.0	Training	Active	9.1.1	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0920-01	Internal Audit Programme Training	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Auditor Training deck. Resolve numbering at next review.
T0920-02	Internal Audit Checklist Training	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Auditor Training deck. Resolve numbering at next review.
T0920-04	Clause to Evidence Map Training	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Auditor Training deck. Resolve numbering at next review.
T0930-01	Management Review Tracker Training	Rev 1.0	Training	Active	9.3	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T1020-01	Corrective Action Tracker Training	Rev 1.0	Training	Active	10.2	EMS Manager	EMS Manager	DMS /EMS/Training/Process Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0920-01	Auditor Training 1 — Auditing Concepts	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Auditor Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Process Training deck. Resolve numbering at next review.
T0920-02	Auditor Training 2 — Audit Management	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Auditor Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Process Training deck. Resolve numbering at next review.
T0920-03	Auditor Training 3 — Conducting Audits	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Auditor Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	
T0920-04	Auditor Training 4 — Competence of Auditors	Rev 1.0	Training	Active	9.2	EMS Manager	EMS Manager	DMS /EMS/Training/Auditor Training/	2024-10-16	2026-03-05	24	2028-03-05	**On Track**	Current + 1 revision	Training material — replace on standard revision	Internal	Code collision — same ref used by Process Training deck. Resolve numbering at next review.

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Dashboard — Document Control Status

Review at each management review meeting and each internal audit

Documents by Status	
Total documents	**166**
Active	**161**
Draft/Under Review	**5**
Superseded	**0**
Obsolete / Withdrawn	**0**

Review Status	
Overdue for review	**0**
Due in next 30 days	**0**
On Track	**166**
% on track	**100%**

Documents by Type	
Manual	**1**
Procedure	**21**
Work Instruction	**0**
Policy	**0**
Plan	**3**
Programme	**1**
Register	**9**
Log	**5**
Tracker	**2**
Form	**8**
Template	**20**
Worksheet	**4**
Checklist	**33**
Report	**4**
Record	**2**
Guidance	**5**
User Guide	**18**
Training	**30**
External	**0**

Documents by Primary Clause	
4.x — Context	**19**
5.x — Leadership	**10**
6.x — Planning	**31**
7.x — Support	**24**
8.x — Operations	**9**
9.x — Performance evaluation	**39**
10.x — Improvement	**17**

Any Overdue document is a nonconformity waiting to be raised. Prioritise bringing them current before the next internal audit or management review.

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