4.4.61 Operational Control Procedure

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Persons responsible: Department of Public Works and Utilities Shop Complex

Areas of application: Department of Public Works and Utilities Shop Complex

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4.4.61 Operational Control Procedure

1.0 PURPOSE
1.1 The purpose of this procedure is to establish practices related to the development and implementation of operational controls associated with the City of Williamsburg Public Works and Utilities Department.

2.0 SCOPE
2.1 This procedure is responsive to Element 4.4.6 Operational Control, of the ISO 14001 2004 standard and covers operations of Public Works and Utilities Department.

3.0 RESPONSIBILITIES
3.1 The EMS Team:
   3.1.1 Is responsible for identifying processes and activities for operational control documentation needs. Following the identification they will be responsible for documenting the selected processes.
   3.1.2 Will review the operational control documents (work instructions) on an annual basis, or more frequently, and make any necessary modifications, if physical or operational changes are made at the Public Works and Utilities Department.
   3.1.3 Review will be documented and attendance recorded.

4.0 DEFINITIONS
4.1 Refer to 3.0 ISO 14001-2004 Related Definitions

5.0 PROCESS
5.1 Activities related to significant aspects and other activities will be identified by the Public Works and Utilities Department and the EMS Team. These activities will be assessed for the need of a written procedure to document the process.
5.2 Work Instruction Procedures (WIP's) will be established to provide for the proper management of significant aspects. WIP's may be in place for other activities at the Public Works and Utilities Department where their absence could lead to deviation from the environmental policy, or the objectives and targets.
5.3 Documentation of the WIP's for selected activities will be the responsibility of the EMS Team. This responsibility includes the drafting of the work instruction. The WIP's should be written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome. Consideration may be given to the experience, education, and / or training of the person(s) who are executing the instructions. Particular attention will be given to the potential or actual consequences of certain information not being provided.
5.4 The EMS Team will review the WIP's documentation annually or more frequently as needed. To determine whether the documents meet the ISO 14001 2004 standard, operational control requirements.
5.5 All documents pertaining to operational control will follow the document control system in 4.4.52 Document Control.
5.6 Communication of operational control requirements (implementation of procedures) will occur through training as detailed in 4.4.22 Training, Awareness and Competence.

6.0 REFERENCES / RELATED DOCUMENTS
6.1 Agendas, Meeting Minutes, Sign in Sheets
6.2 4.4.22 Training Awareness and Competence
6.4 4.4.52 Document Control