
 <b>MACAÉ</b> <b>MERCHANT</b>	<b>ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN</b>					<b>PROC.No.:</b> <b>O-EP 001</b>
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	
<b>COPY No.</b> 001	<b>PAGE</b> 1 OF 1	<b>FORMATTING ENVIRONMENTAL PROCEDURES AND FORMS</b>				<b>REV. No.</b> 001


<p><b>1. Purpose/Scope</b></p> <p>This procedure defines the format to be used in creating Macaé Merchant Power Plant Environmental Procedures and Forms.</p> <p>The control of these documents is addressed in Environmental Document Control (O – EP 002).</p> <p><b>2. References</b></p> <p>ISO 14001:1996, Element 4.4.5</p> <p><b>3. Definition</b></p> <ul style="list-style-type: none"> <li>• O – Operation Phase</li> <li>• EP – Environmental Procedure</li> <li>• EF – Environmental Form</li> </ul> <p><b>4. Procedure</b></p> <p><u>Environmental Procedures Shall:</u></p> <ul style="list-style-type: none"> <li>• Have a unique reference number in the upper right hand corner of the page in the format “O – EP ###” where:</li> </ul> <p>O - EP ### = Environmental Procedure Number for operation and each # is a digit;</p> <ul style="list-style-type: none"> <li>• Have pages numbered in the upper left hand corner of the page in the format "Page # of #";</li> <li>• Have a title at the top of the page;</li> <li>• Be dated according to the issue / revision / approval date in the bottom corner of the page;</li> <li>• May have the following sections: <ul style="list-style-type: none"> <li>1.0 Purpose</li> <li>2.0 Scope</li> <li>3.0 Responsible Parties</li> </ul> </li> </ul>	<p>4.0 Forms Used</p> <p>5.0 References</p> <p>6.0 Definitions</p> <p>7.0 Exclusions</p> <p>8.0 Procedure</p> <p>9.0 General Rules</p> <p>10.0 Records</p> <p>11.0 Record of Revisions</p> <p><u>Environmental Forms Shall:</u></p> <ul style="list-style-type: none"> <li>• Have a unique reference number in the upper right hand corner of the page in the format “O - EF-###.T” where:</li> </ul> <p>O – EF ###.T = Environmental Form Number for the operation, where each # is a digit and T is a letter.</p> <ul style="list-style-type: none"> <li>• Have a title at the top of the page</li> <li>• Have pages numbered in the upper left hand corner of the page in the format "Page # of #".</li> <li>• Have a blank space in the upper right hand corner of the page to be numbered before filling;</li> <li>• Be dated according to the issue / revision / approval date in the bottom corner of the page;</li> <li>• Be written in the form that is considered appropriate to the operational circumstances;</li> </ul> <p><b>5. Record of Revision</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Revision Date</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">SECTIONS AFFECTED</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Revision Date	Description	SECTIONS AFFECTED						
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<b>DEVELOPED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>

 <b>MACAÉ MERCHANT</b>	<b>ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN</b>					<b>PROC No.:</b> <b>O-EP 002</b>
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	
<b>COPY NO.</b> <b>001</b>	<b>PAGE</b> <b>1 OF 2</b>	<b>DOCUMENT CONTROL AND REVISION</b>				<b>REV. No.</b> <b>001</b>

<p><b>1. Purpose/Scope</b></p> <p>This procedure defines the mechanism for controlling and revising the Environmental Management and Monitoring Plan documents.</p> <p>The purpose of this procedure is to ensure that staff requiring access to environmental management and monitoring documents have the latest issues and are aware of the document control process.</p> <p><b>2. Forms Used</b></p> <ul style="list-style-type: none"> <li>• Master Document List, O-EF 002.A</li> <li>• Document Revision Request, O-EF 002.B</li> </ul> <p><b>Note:</b> The form must be numbered before completion and filing.</p> <p><b>3. References</b></p> <ul style="list-style-type: none"> <li>• ISO 14001:1996, Element 4.4.5</li> </ul> <p><b>4. Procedure</b></p> <p><u>Document Control</u></p> <p>The Environmental Coordinator shall be responsible for coordinating, developing, issuing and controlling environmental management system documents.</p> <p>Procedures shall be in the format specified by Formatting Environmental Procedures and Forms, O-EP 001.</p> <p>The Environmental Coordinator or designee shall maintain a master set of EMS documents at the Master List, O-EF 002.A.</p> <p>Each area or department manager or designee should maintain a list of, or have access to, all</p>	<p>EMMP documents relevant to their area or department, as applicable.</p> <p>Relevant documents are available at the locations where they are needed.</p> <p>Personnel will ensure that current versions are available and used.</p> <p>All controlled documents shall be marked with the words "CONTROLLED DOCUMENT".</p> <p>Controlled versions of system documents may be placed on the computer system for access by area or department personnel.</p> <p>All controlled documents issued by the Environmental Coordinator or designee shall be recorded on a Master Document List (O-EF 002.A).</p> <p><u>Document Revision</u></p> <p>The Environmental Coordinator shall be responsible for revising and issuing the newest version of the environmental management system documents.</p> <p>The main objective of the document revision is to adapt the document for a better understanding of the actual situation at the plant.</p> <p>Changes / revisions to environmental management and monitoring documents may be suggested by any area or department related to any of the EMMP documents. These suggestion(s) should be forwarded to the Environmental Coordinator, who will analyze the suggested changes and revisions, accepting or rejecting them and including acceptable aspects in the latest version of the documents.</p>
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 <b>MACAÉ MERCHANT</b>	<b>ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN</b>					<b>PROC No.:</b> <b>O-EP 002</b>
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	
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Requests for revision will be submitted by completing the O-EF 002.B form, as follows:

- copy the portion of the text to be modified, giving the page number, procedure number or form and the date of the latest version; or
- Attach a copy of the text to be modified, giving the page number, procedure number or form and the date of the latest version.

After the changes have been accepted and included in the appropriate document, the Environmental Coordinator will be responsible for issuing and distributing the latest version of the document to all pertinent areas, departments and personnel. The Environmental Coordinator is also responsible for retrieving the version to be replaced by the revised version.

The revised version of system documents may be placed on the computer system for access by area or department personnel, substituting the former version.

The Environmental Coordinator or designee shall:

- notify the personnel in question in order to ensure that they are aware of the new or revised document; and,
- Issue controlled copies of these documents to the appropriate personnel.

**5. General Rules**

All documents not marked with the words "Controlled Document" shall be considered as not subject to control.

**6. Records**


Records shall be kept on file by the Environmental Coordinator.

The Environmental Coordinator must keep the out-of-date versions of the EMMP documents for two years after their date of issue.

**7. Record of Revisions**


Revision Date	Description	Sections Affected

<b>DEVELOPED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>

 <b>Macaé Merchant</b>	<b>ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN</b>					<b>FORM. No.:</b> O-EF 002.A
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	<b>DOC No</b>
<b>COPY No.</b> 001	<b>PAGE</b> 1 of 3	<b>MASTER DOCUMENT LIST</b>				<b>REV. No.</b> 001


ID	Title	Issue Date	Number of Copies	Location of Copies	Authorized by
<b>Management Issues Procedures</b>					
O-EP 001	Formatting Environmental Procedures and Forms				
O-EP 002	Document Control and Revision				
O-EF 002.A	Master Document List				
O-EF 002.B	Document Revision Request				
O-EP 003	Environmental Records				
O-EF 003.A	Index of Environmental Records – Emergency Communication				
O-EF 003.B	Index of Environmental Records – Internal Communication				
O-EF 003.C	Index of Environmental Records – Outreach to Stakeholders				
O-EF 003.D	Index of Environmental Records – Management of Inquiries from Stakeholders				
O-EF 003.E	Index of Environmental Records – Training				
O-EF 003 F	Index of Environmental Records – Waste Management				
O-EF 003 G	Index of Environmental Records – Evaluation of Potential Environmental Impacts and Risks				
O-EF 003.H	Index of Environmental Records – CEMS Quality Assurance Audit				
O-EF 003.I	Index of Environmental Records – EMS Audit				
O-EF 003.J	Index of Environmental Records – Environmental Compliance Audit				
O-EF 003.K	Index of Environmental Records – Preventive and Corrective Action				
O-EF 003.L	Index of Environmental Records – External Inspection Management				
O-EF 003.M	Index of Environmental Records – Contractors				
O-EF 003.N	Index of Environmental Records – Environmental Performance Evaluation				
O-EP 004	Emergency Communication				
O-EF 004.A	Incident Data Sheet				
O-EP 005	Internal Communication				
O-EF 005.A	Internal Communication Form				
O-EF 005.B	Environmental/Health and Safety Meeting				
O-EF 005.C	Monthly Report				
O-EP 006	Outreach to Stakeholders				
O-EF 006.A	Distribution of Pamphlets, Brochures, etc.				
O-EF 006.B	Field Visits				
O-EF 006.C	Meeting				
O-EF 006.D	Information Monitoring				

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	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	<b>DOC No</b>
<b>COPY No.</b> 001	<b>PAGE</b> 2 of 3	<b>MASTER DOCUMENT LIST</b>				<b>REV. No.</b> 001


ID	Title	Issue Date	Location	Authorized by
O-EP 007	Management of Inquiries from Stakeholders			
O-EF 007.A	External Communication Form			
O-EF 007.B	Response Monitoring			
O-EP 008	Training			
O-EF 008.A	Operations Training Matrix			
O-EF 008.B	Training Administration Form			
O-EF 008.C	Employee Training Records			
O-EP 009	Atmospheric Emissions			
O-EP 010	Air Quality			
O-EP 011	Liquid Effluents			
O-EP 012	Monitoring the Quality of Macaé River			
O-EP 013	Noise			
O-EP 014	Waste Management			
O-EF 014.A	Waste Generation Form			
O-EF 014.B	Overall Waste Accumulation Form			
O-EF 014.C	Offsite Waste Disposal			
O-EP 015	Management of Change			
O-EF 015.A	Identification of Potential Impacts			
O-EF 015.B	Classification of Potential Impacts			
O-EP 016	CEMS Quality Assurance Audit			
O-EF 016.A	CEMS Audit			
O-EF 016.B	Data Assessment Report			
O-EF 016.C	CEMS Calibration			
O-EP 017	Environmental Management and Monitoring Plan Audit			
O-EF 017.A	Environmental Management and Monitoring Plan Audit Checklist			
O-EP 018	Environmental Compliance Audit			
O-EF 018.A	Internal Environmental Compliance Audit Summary Report			
O-EF 018.B	Operation Environmental Compliance Audit - Air Emissions and Air Quality			
O-EF 018.C	Operation Environmental Compliance Audit - Noise			
O-EF 018.D	Operation Environmental Compliance Audit - Liquid Effluents and Water Quality			
O-EF 018.E	Operation Environmental Compliance Audit - Solid Waste			
O-EF 018.F	Operation Environmental Compliance Audit - Employee Safety			
O-EF 018.G	Monthly and Annual Report			
O-EP 019	Preventive and Corrective Actions			
O-EF 019.A	Preventive Action Request (PAR)			
O-EF 019.B	Corrective Action Request (CAR)			

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	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	<b>DOC No</b>
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ID	Title	Issue Date	Location	Authorized by
O-EP 020	External Inspection Management			
O-EF 020.A	External Environmental Inspection Summary Report			
O-EF 020.B	External Environmental Inspection Report			
O-EF 020.C	Documents Required by External Inspection Team			
O-EP 021	Contractors			
O-EF 021.A	Contractors Safety Questionnaire			
O-EP 022	Environmental Performance Evaluation			
O-EF 022.A	Environmental Performance Audit Summary			
O-EF 022.B	Environmental Compliance Evaluation			
O-EF 022.C	Health and Safety Evaluation			
O-EF 022.D	Risk Evaluation			

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 <b>Macaé Merchant</b>	<b>ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN</b>					<b>FORM. No.:</b> O-EF 002.B
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	<b>DOC No</b>
<b>COPY No.</b> 001	<b>PAGE</b> 1 of 1	<b>DOCUMENT REVISION REQUEST</b>				<b>REV. No.</b> 001

Person Requesting:	
Department:	Date of Request:
Procedure Number / Form to be revised:	Page number(s) to be revised:
Current Version of Procedure / Form to be revised:	Issue date of current version of Procedure / Form to be revised:
Text to be revised:	
Remarks:	
Request Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Developed by</b>	<b>Reviewed by</b>	<b>Approved by</b>