

	ENVIRONMENTAL MANAGEMENT AND MONITORING PLAN					PROC. No.: O-EP 003
	DOCUMENTATION	COMMUNICATION	TRAINING	MONITORING	CONTINUOUS IMPROVEMENT	
COPY No. 001	PAGE 1 of 2	ENVIRONMENTAL RECORDS				REV. No. 001

<p>1. Purpose and Scope</p> <p>This procedure identifies the management of environmental records at the Macaé Merchant Power Plant.</p> <p>2. Responsible Parties</p> <ul style="list-style-type: none"> Environmental Coordinator, aided by the HSE Health and Safety Engineer/Supervisor when pertinent <p>3. Forms Used</p> <ul style="list-style-type: none"> Index of Environmental Records – Emergency Communication, O-EF 003.A; Index of Environmental Records – Internal Communication, O-EF 003.B; Index of Environmental Records – Outreach to Stakeholders, O-EF 003.C; Index of Environmental Records – Management of Inquiries from Stakeholders, O-EF 003.D; Index of Environmental Records – Training, O-EF 003.E; Index of Environmental Records – Waste Management, O-EF 003.F; Index of Environmental Records – Evaluation of Potential Environmental Impacts and Risks, O-EF 003.G; Index of Environmental Records – CEMS Quality Assurance Audit, O-EF 003.H; Index of Environmental Records – EMS Audit, O-EF 003.I; Index of Environmental Records – Environmental Compliance Audit, O-EF 003.J; Index of Environmental Records – Preventive and Corrective Actions, O-EF 003.K Index of Environmental Records – External Inspection Management, O-EF 003.L Index of Environmental Records – Contractor Management, O-EF 003.M 	<ul style="list-style-type: none"> Index of Environmental Records – Management of Change, O-EF 003.N <p>4. References</p> <ul style="list-style-type: none"> Document Control, O-EP 002 ISO 14001:1996, Element 5.5.3 <p>5. Definitions</p> <p><u>Records</u>: Documented information that:</p> <p>(a) Provides evidence of an environmental activity or event that has been or is being performed, or</p> <p>(b) Must be kept on file for future reference.</p> <p>6. Procedure</p> <p>Records shall be maintained and kept on file by the Environmental Coordinator, in compliance with the Index of Environmental Records.</p> <p>Record-keeping will comply with the applicable legal requirements and other stipulations.</p> <p>Each Area Supervisor or designee shall have access to a Master Document List (O-EF 002.A) that includes all EMS records relevant to their areas or departments, as applicable.</p> <p>The Environmental Coordinator will keep the records updated, forwarding modifications to the El Paso Corporate Environmental Department.</p> <p>7. General Rules</p> <p>Records shall be legible and readily retrievable, stored and maintained in a manner that prevents damage, deterioration or loss, as appropriate to the importance of the record.</p>
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8. Records

The Environmental Coordinator shall keep records on file as specified in this procedure.

9. Records of Revision

Revision Date	Description	Section Affected

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