



Policy:	Environmental Compliance, Monitoring & Records	Reference:	ECMRSES0026
		Review Date:	01/2023

Purpose.

The purpose of this procedure is to ensure comprehensive, up-to-date, and readily retrievable records are available. This will give auditable proof of monitoring activities and compliance with statutory requirements and with the Environmental Policy and Management Plan.

Scope.

The scope of this procedure is to ensure that adequate site documentation is:

- Available on site.
- Retrievable.
- Credible.

Availability on Site.

Access to all documentation relating to the Environmental Policy and Management Plan and associated procedures including records contained therein, must be available on site.

Retrievability.

The storage of all environmental documentation must be systematic and be within the scope of the Health, Safety and Environmental Management System.

Credibility.

All registers, records and documentation must be accurate, legible, comprehensive, and up to date.