

ENVIRONMENTAL MANAGEMENT SYSTEM Document Control Matrix

Document Type	Document Title	Document #	Responsibility for Approval	Revision Date	Revisions	Responsibility Document change ¹
MANUAL						
Document	Environmental Management System Manual	N/A	TSM	Sept 21, 06	Retention dates for management review revised	BA, CWG
RELATED DOCS						
Document	Environmental Policy	N/A	TSM	Dec 12, 2005		CWG
Document	Emergency Response Manual	N/A	TSM	Sept 21, 06	Revised spill kit requirements for fire extinguishers to match updated Fuel Management Guide	CWG
Document	Emergency Response Plan Template	N/A	TSM	Sept 21, 06	<ul style="list-style-type: none"> • Corrections to emergency contact numbers 	CWG
Document	EMS Audit Protocol	N/A	TSM	Jan 31, 2005		CWG
Document	Audit Guide (2005)	N/A	TSM	June 11, 2005		CWG
Document	EMS Training Package Modules	N/A	TSM	June 2006	<ul style="list-style-type: none"> • Revised all training modules (Fuel, Staff, LPC, tailgate) • Revised LPC training certificate and removed "Level 3" • Revised EMS-SFM Quiz Master 	CWG
Document	Glossary	N/A	TSM	June 11, 2005		CWG
TABLES						
Table	Significant Environmental Aspects Form	Table 004-1	TSM	Jan 12, 2006		BA
Table	Aspect Risk Assessment Procedure	Table 004-2	TSM	Jan 12, 2006		BA
Table	Environmental Aspect Evaluation Form	Table 004-3	TSM	Sept 21, 2006	minor revisions to silviculture activities and rankings, applicable legislation and regulation added.	BA
Table	EMP Template	Table 006-1	TSM	Jan 31, 2005 (approved July 8, 05)		BA
Table	BA EMS Organization Chart	Table 008-1	TSM	March 15, 2005		BA
Table	Key EMS Responsibilities	Table 008-2	TSM	Jan 31, 2005		BA
Table	Training Needs Matrix	Table 009-1	TSM	Sept 21, 06	<ul style="list-style-type: none"> • Revised BCTS staff table specific to BA • Revised the LPC table to reflect recent audit issues • Revised the support table 	BA, CWG
Table	Document Control Matrix	Table 011-1	TSM	Sept 21, 06		BA, CWG
Table	EMS Records Matrix	Table 016-1	TSM	Jan 12, 2006		BA, CWG
EFPs						
EFP	1 – General	EFP-01	TSM	Jan 12, 2006		CWG
EFP	2 - Project Supervision	EFP-02	TSM	June 11, 2005		CWG

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EFP	3 – Development & Planning	EFP-03	TSM	April, 2005		CWG
EFP	4 – Roads, Bridges and Culverts	EFP-04	TSM	June 11, 2005		CWG
EFP	5 – Harvesting	EFP-05	TSM	June 11, 2005		CWG
EFP	6 – Fuel Handling	EFP-06	TSM	April, 2005		CWG
EOP'S						
EOP	1 – Planning	EOP-01	TSM	June 11, 2005		BA, CWG
EOP	2 – LP Operations	EOP-02	TSM	June 11, 2005		BA, CWG
EOP	3 – BCTS Projects	EOP-03	TSM	June 11, 2005		BA, CWG
EOP	4 - LWCP Planning	EOP-04	TSM	Sept 21, 06	Deleted, not applicable	BA, CWG
EOP	5 - LWCP Operations	EOP-05	TSM	Sept 21, 06	Deleted, not applicable	BA, CWG
EOP	6 – Incident Reports	EOP-06	TSM	Sept 21, 2006	Changes to responsibilities and procedures, further notification to TSM at the early stages of an incident being reported.	BA, CWG
FORMS						
Form	Planning Prewrite Form	CHK - 001	TSM	January 12, 2006		CWG
Form	Harvest & Roads Prewrite Form	CHK - 002	TSM	January 12, 2006		CWG
Form	Silviculture Prewrite Form	CHK - 003	TSM	January 12, 2006		CWG
Form	Planning Inspection/Monitoring Form	CHK - 004	TSM	January 12, 2006		CWG
Form	Harvest & Roads Inspection/Monitoring Form	CHK - 005	TSM	Sept 21, 2006	Formatting revised into one page, EMS requirements condensed	CWG
Form	Silviculture Inspection/Monitoring Form	CHK - 006	TSM	January 12, 2006		CWG
Form	Incident Report Form	CHK - 007	TSM	June 11, 2005		CWG
Form	Emergency Response Test/Drill Report Form	CHK – 008	TSM	Aug 3, 06	Minor formatting changes to template	
SUPPLEMENTS						
Document	Documentation Protocol Form	N/A	N/A	Jan 5, 2006		BA
Document	Records Management Protocol	N/A	N/A	Nov 24, 2005		BA
Document	Communication Plan	N/A	N/A			BA
Document	Legal and Other Requirements	N/A	N/A			BA

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Document	How to EMS Guidance for Monitoring/Inspection Contractors	N/A	N/A	Jan 12, 2006		BA
Document	Record of Discussion Form	N/A	N/A	Jan 12, 2006		BA
Document	Project Risk Assessment	N/A	N/A	April 26, 06	Changes to formatting, minimum frequency of inspections based on activities and additional information on best practices	BA
Document	Worker Awareness Guide (Tailgate Training)	N/A	N/A	Dec 12, 2005		BA
Document	Wildfire Implementation Strategy	N/A	N/A	Aug 4, 2005		BA
Document	BCTS Fuel Management Guide	N/A	N/A	Sept 21, 06	<ul style="list-style-type: none"> Revised every section in the Guide Added a Risk assessment protocol Added a fuel container flowchart 	BA
Checklist	Conformance with EOP Checklist	N/A	N/A	Sept 21, 2006	<ul style="list-style-type: none"> Additional requirements added to checklist 	BA
Document	Conformance with EOP Checklist Guide	N/A	N/A	Sept 21, 2006	Removed checklist example.	BA
Document	Fire Hazard Assessment form template	N/A	N/A	Aug 3, 06		

1 CWG Certification Working Group
BA Business Area