

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM		Doc Number	EM-PR 10 A
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#### **1.0 Purpose**

The objective of this document is to establish and maintain a procedure to maintain information, in paper or electronic form, to:

~Describe the core elements of KDG LOGISTICS's EMS and their interaction.

~To provide direction to related documentation.

#### **2.0 Scope**

This procedure applies to the creation of all new EMS documents and data, as well as changes made to existing documents.

#### **3.0 References:**

##### **Environmental management system documentation**

All documents directly related to environmental management and environmental control systems of KDG LOGISTICS.

#### **4.0 Responsibilities**

The Management Representative is responsible for the management of all EMS data and documentation.

##### **4.1 Control of documents**

Refer to FD 002\*, Control of Documents and FD 003\*, Control of Records procedures.