

ABC Farms

ISO 14001 - Environmental Management System Manual

Prepared By:
Approved By:

Signature: _____ Date: _____

/ Revision #: 0 / Revision Date: / Effective Date:

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SECTION I - INTRODUCTION

ABC Farms is a 1,500 sow farrow to wean swine farm located at 1705 Blank Road, Farmtown, N.C.

In order to improve management of environmental issues related to these operations and sites, ABC Farms has implemented an ISO 14001 environmental management system. This Environmental Management System (EMS) manual presents the environmental policy, structure of the management system, and related documents.

The EMS is designed according to the requirements set forth by the ISO-14001 Standard. Sections 4.2-4.6 parallel the ISO-14001 Standard number scheme. Each of these sections provide specific information or instructions necessary for complying with the requirements in the ISO-14001 Standard.

SECTION II - DISTRIBUTION, REVISION, AND CONTROL

There will be a “Master Copy” in hard copy form maintained by the **owner in his office**. This copy shall have the signature of the owner and the date of approval. Any part of the manual in hard copy form, other than the master copy, shall be considered “UNCONTROLLED” and will have “*****THIS IS AN UNCONTROLLED COPY OF A CONTROLLED DOCUMENT*****” automatically inserted at the bottom of each page when printed.

- The **Farm Manager** will review the EMS manual for changes annually.
- The **Farm Manager** will make all requested revisions to the manual as needed throughout the year.

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SECTION 4.2 - ENVIRONMENTAL POLICY

ABC Farms top management has defined its environmental policy.

ABC Farms will ensure that the environmental policy remains appropriate to the nature, scale and environmental impacts of its activities, products or services, includes a commitment to pollution prevention, meeting or exceeding compliance, and provides the framework for setting and reviewing environmental objectives and targets by implementing the following procedures:

- The **EMS Team** will review the policy **annually** and any revisions will be adopted in **December**.
- The **Farm Manager** will make the EMS Policy available to the public upon request. The policy will be communicated to all ABC Farms, Inc.’ employees **through training events** and a copy of the policy statement will be posted in the **break room**.

ENVIRONMENTAL POLICY

*ABC Farms commits to meet all environmental rules and regulations in the swine industry and to strive to protect our environment through sound management practices and decisions.
 ABC Farms will prevent pollution by striving to minimize waste generation and resource consumption.
 ABC Farms will establish and evaluate achievable environmental performance goals to ensure continual improvement of its EMS.*

Declaracion De La Politica Ambiental De Farms (Spanish Version)

*ABC Farms se compromete a cumplir con todas las reglas y normas de la industria de puercos e intentar proteger nuestro medio ambiente usando practicas y decisions prudentes.
 ABC Farms prevendra danos al medio ambiente intentando minimizar practicas que generan agues negras tanto como el consumo innecesario de recursos.
 ABC Farms establecera y evaluara metas alcanzables de proteccion del medio ambiente para asegurar el mejoramiento continuo de su sistema de manejo del medio ambiente.*

SECTION 4.3 - PLANNING

Definitions to be used during planning stages.

Environmental Aspects - Elements of the organization’s activities, products or services that can interact with the environment.

Environmental Impact - Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products or services.

Significant Environmental Aspect - An environmental aspect that has or can have a significant environmental impact.

4.3.1 Environmental Aspects

Environmental Aspect and Impact Analysis and Ranking Procedure

1.0 Purpose

ABC Farms has developed a procedure to identify all known environmental aspects and related impacts of our activities, products and services that we can control and have influence over in order to determine those that can have a significant impact on the environment.

2.0 Related Documentation

Significant Aspect Ranking Form #3.0

3.0 Procedure

- 3.1 The Farm Manager will develop a listing of environmental aspects and impacts associated with identified activities on form Significant Aspect and Impact Form #3.0. Environmental aspects include those related to air emissions, discharge of liquid waste, disposal of solid waste, land and water contamination, use of raw material and natural resources, as well as local and community issues. These issues should be considered for normal as well as abnormal operating conditions.
- 3.2 The Farm Manager will rank the listing of aspects and impacts using the rank scheme below.
- 3.3 The Farm Manager will review the list of aspects and impacts and their rank at least annually. Aspects and impacts of new activities may need to be identified and ranked more frequently if modified or new activities occur during the year.

| Criteria | High = 3 | Medium = 2 | Low = 1 |
|--|--|---|-------------------------|
| Area/zone/scale of impact | Large scale impact on the environment - catastrophic | Localized impact to the environment – geographically limited, remaining within borders of farm. | Isolated or no impact |
| Public Concern | Of great interest/concern | Of some interest/concern | Not of interest/concern |
| Quantity – amount used or potential amount | Greater than 100 pounds or 1,000 gallons | Less than 100 pounds or 1,000 gallons | Little to none |
| Legal requirement | Regulated – could result in fine or NOV | Regulated – could result in potential NOD or other violation | Not regulated |

4.3.2 Legal and Other Requirements

ABC Farms is required to comply with a variety of legal and other requirements that are applicable to the environmental aspects of its activities, products or services.

1.0 Purpose

ABC Farms has established and maintains a procedure to identify and have access to legal and other requirements to which the organization may subscribe, that are applicable to the environmental aspects of its activities, products or services in order maintain compliance with these requirements.

2.0 Related Documentation

Communications Procedure Section 4.4.3

Records Procedure Section 4.5.3

Objectives and Targets Procedure Section 4.3.3

3.0 Procedure

3.1 ABC Farms must operate all facilities under the terms and conditions set forth in the Certificate of Coverage (COC) issued by the state of North Carolina.

3.2 To stay abreast of changes in permitting and regulations the Farm Manager monitors the NCDENR website, discusses by phone and email with NCDENR any regulatory changes, and participates in public hearings and other NCDENR sponsored events on a monthly basis. The Farm Manager will maintain the listing of environmental related regulatory and other requirements in Table 1, record-keeping requirements in table 2, and inspection requirements in Table 3.

3.3 Farm Manager is responsible for handling issues related to permitting, reporting, and inspection requirements.

3.4 Any inquires regarding regulatory or permit requirements should be directed to the Farm Manager. These inquires will be documented and responded to within 7 days. All environmental requirements are on file at the ABC Farms office and may be reviewed up request.

3.5 Records are kept on the computer in the ABC Farms office by the Responsible Party and are printed out when closed, put on disk and kept in owner’s safe for 3 years.

Table 1 Regulatory & Other Requirements

| Requirements | Agency/Organization | Location | Expiration | Retention | Contact | Back-up |
|--|---|---------------|------------|-----------|-------------------|-------------------|
| Waste Management Plan Odor Control Insect Control Animal Mortality Riparian Buffers Emergency Management Irrigation Design | NC DWQ | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |
| Operators Certification | NC Water Pollution System Operators Certification Program | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |
| Biosecurity Program | Corporate | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |
| Disease control | NCDA | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |
| Animal mortality disposal | NCDA | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |
| Pesticide container disposal program | NCDA | Owners office | Xx/xx/xx | x years | Responsible party | Responsible party |

Table 2 Record Keeping Requirements

| Records | Agency/Organization | Frequency | Location | Retention |
|----------------------------------|---------------------|----------------------------|---------------|-----------|
| Soil Samples | DWQ/NCDA | 1/year | Owners office | X years |
| Waste Sampling | DWQ/NCDA | Within 60 days of spraying | Owners office | X years |
| Lagoon Level | DWQ | Weekly | Owners office | X years |
| Spraying | DWQ | Each Spray Event | Owners office | X years |
| Crop Types | DWQ | 1 time event | Owners office | X years |
| Crop yields | DWQ | Every cut | Owners office | X years |
| Emergency Action Plan | DWQ | 1 time | Owners office | X years |
| Maps & Lagoon Design | DWQ | 1 time | Owners office | X years |
| Biosecurity Program | Corporate | weekly | Owners office | X years |
| Mortality | Corporate | weekly | Owners office | X years |
| Selling of pigs | Corporate | weekly | Owners office | X years |
| Significant Aspect list #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| Objective & Target list #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| Training Matrix #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| Training Sign-In Forms #xxx | Farm ABC – EMS | All training events | Owners office | X years |
| External Communication Form #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| MRB meeting minutes | Farm ABC – EMS | As needed | Owners office | X years |
| EMS Audit Report Form #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| Corrective Action Log #xxx | Farm ABC – EMS | As needed | Owners office | X years |
| SOP1 Checklist #xxx | Farm ABC - EMS | Weekly | Owners office | X years |

Table 3 External Regulatory Inspections

| Audit Issue | Agency/Organization | Frequency | Location | Retention |
|------------------------|---------------------|-----------|---------------|-----------|
| Animal Farm Inspection | DENR DWQ | Annual | Owners office | X years |
| Operations Review | Soil & Water | Annual | Owners office | X years |
| Corporate audit | Corporate | Quarterly | Owners office | N/A |

4.3.3 Objectives and Targets

1.0 Purpose

ABC Farms has established and maintains documented environmental objectives and targets to continually improve its environmental operations. ABC Farms has developed environmental management programs to assist in achieving the objectives and targets and includes the designation of responsibility for achieving the objectives and targets at each relevant function and level of organization and means and time-frame by which they are to be achieved.

2.0 Related Documentation

Environmental Policy Section 4.2

Significant Aspect Form #3.0

Legal and Other Requirements Section 4.3.2

Objectives and Targets and Environmental Management Program Form #3.1

3.0 Procedure

- 3.1 The Farm Manager will maintain a listing of documented environmental objectives and targets and associated action step (management programs) with responsibilities, time frames, and means.
- 3.2 The Farm Manager will consider at least the following information when developing objectives

and targets: legal and other requirements, significant environmental aspects and impacts, prevention of pollution, technological options, financial, operational, and business requirements, the environmental policy, and views of interested parties.

- 3.3 The objective and targets will be maintained using the Objectives and Targets and Environmental Management Program Form #3.1.
- 3.4 The **Management Review Board** will review the progress of objectives and targets and associated management programs **quarterly**.
- 3.5 The **Management Review Board** will review list of Objectives and Targets annually following the review of aspects and impacts to develop new objectives and targets.

4.3.4 Environmental Management Programs

ABC Farms has developed an environmental management program. This program is established to assist in achieving the objectives and targets and includes the designation of responsibility for achieving the objectives and targets at each relevant function and level of organization and means and time-frame by which they are to be achieved. Projects that relate to new developments and new or modified activities, products or services, the program shall be amended where relevant to ensure that environmental management applies to such projects.

SECTION 4.4 - IMPLEMENTATION & OPERATION

4.4.1 Structure and Responsibility

1.0 Purpose

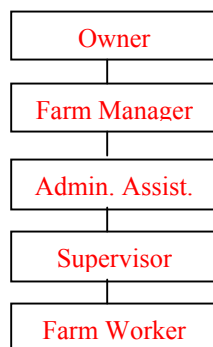
ABC Farms has defined, documented and communicated the roles, responsibilities and authority of personnel in order to facilitate effective environmental management.

2.0 Related Documentation

3.0 Procedure

3.1 **ABC Farms** has the following organizational structure depicted in Figure 1.

Figure 1 Organizational Structure



3.2 The **Farm Owner** has assigned responsibilities related to ABC Farms’ EMS in Table 1 as well as in the EMS Manual and associated procedures.

Table 1 Roles and Responsibilities

| Role (s) | Responsible Party | Responsibility (s) |
|---|---------------------------|---|
| Management Review Board | Farm Owners | Manage, maintain, review & work toward continual improvement of the EMS. Provide adequate resources and support to farm staff to maintain EMS. |
| Management Representative / EMS Coordinator | Farm Manager | Ensure EMS requirements are established, implemented, and maintained in accordance with ISO 14001. Report on performance of EMS to Management Review Board for review. |
| Associate | Farm Laborer | Follow EMS procedures as associated with operations at farm. |
| Recordkeeping | Administrative Assistance | Ensure EMS related records are maintained in accordance with procedures. |

4.4.2 Training, Awareness and Competence

ABC Farms has identified training needs of all employees in relation to its environmental management system.

1.0 Purpose

ABC Farms has identified training needs and implemented a training program for all employees whose work may create a significant impact on the environment in order to minimize those impacts.

2.0 Related Documentation

- Training Matrix #3.2
- Training Sign-In Form #3.3

3.0 Procedure and Matrix

- 3.1 The **Farm Manager** will train all existing and new employees on the environmental policy and identified procedures. All trained employees will be required to sign the **Training Sign-In Form #3.3** to document received training.
- 3.2 The **Administrative Assistant** will maintain a **Training Matrix #3.2**, which includes the employees who have received training with the determination of competency, training dates and associated procedures. The **Administrative Assistant** will maintain all training records in the **Owners office**.
- 3.3 The **Farm Manager** will train affected employees by **5** days of the effective date of a procedure or major revision to procedures, the management program, policy or other EMS related document.
- 3.4 The **Farm Manager** will make all existing and new employees whose work activities may create a significant impact upon the environment aware of:
 - The importance of conformance with the environmental policy and procedures and with the requirements of the Environmental Management System;
 - The significant environmental impacts, actual or potential of their work activities and the environmental benefits of improved personal performance;
 - Their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the Environmental Management System, including emergency preparedness and response requirements; and
 - The potential consequences of departure from specified operating procedures.
- 3.5 The **Farm Manager** will evaluate the competence of personnel performing the tasks, which can cause a significant environmental impact on the environment, on the basis of appropriate education, training, and/or experience. Competence will be evaluated by observance of job performance.
- 3.6 The **Farm Manager** will assure all training requirements identified for contract personnel will be established under the terms of contract or handled directly.

4.4.3 Communication

ABC Farms has developed procedures for handling internal communications between the various levels and functions of the organization and external communications with interested parties.

1.0 Purpose

Farm ABC has developed procedures for handling internal communications between the various levels and functions of the organization and external communications with interested parties in order to improve awareness of its environmental aspects and EMS.

2.0 Related Documentation

External Communications Form **#3.4**

3.0 Procedure

- 3.1 The **Farm Manager** will communicate information relative to the EMS to affected **Farm ABC** employees through:
 - 3.1.1 **Meetings** related to objectives and targets,

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- 3.1.2 Posting of the Policy Statement in **the break room on the farm.**
- 3.1.3 **Posting of EMS manual in the break room,**
- 3.1.4 Training events for SOPs.
- 3.2 All external requests for information related to the environmental aspects or EMS will be referred to the **Farm Manager.**
- 3.3 The **Administrative Assistant** will document external communications related to aspects or the EMS in the External Communications Form **#3.4.**
- 3.4 The **Management Review Board** shall consider a process for communicating its significant aspects to external parties and record this decision.

4.4.4 Environmental Management System Documentation

ABC Farms has developed an EMS documentation system that is organized in a four-tier structure

| | |
|---|---------|
| EMS Manual and Procedures | Level 1 |
| Standard Operating Procedures/Work Instructions | Level 2 |
| Forms/Records | Level 3 |

Each of these levels will provide direction to relative documents in other levels.

4.4.5 Document Control

ABC Farms has established a Document Control System that controls all documents and data that relate to satisfying the elements of the ISO 14001 standard.

1.0 Purpose

ABC Farms has established a Document Control System that controls all documents and data that relate to satisfying the elements of the ISO 14001 standard and ensures that they can be located, are periodically reviewed and revised, current version are available at all locations where operations essential to the EMS are performed, obsolete documents are promptly removed from all points of use, and obsolete documents are retained when necessary for legal and or knowledge preservation.

2.0 Related Documentation

- Training and Document Control Matrix **#3.2**
- EMS Documentation Template **#3.5**

3.0 Procedure

- 3.1 The **Administrative Assistant** will assure that all documents are legible, dated (with revision dates), readily identifiable, kept orderly, and retained for a specified period
- 3.2 The **Administrative Assistant** will control the development or modification of any EMS documents. EMS Documents shall be developed using the **EMS Documentation Template #3.5.** The revision date is the date the document was revised. The effective date is the date when the newly approved document becomes effective (training should be completed within the specified

period after this date). Revision #s begin with 0, which is the first documented version of this document under the EMS system and are updated subsequently as revisions are made. The document # will begin with 1.0.

- 3.3 The **Administrative Assistant** will assure all EMS documentation will be uniquely identifiable by the form number. The most recent version of all documents shall be listed on the **Training and Document Control Matrix Form #3.2**.
- 3.4 The **Administrative Assistant**, or designee, will be responsible for moving obsolete electronic versions of a document to the obsolete file and placing new documents on the **data storage/maintenance disk** once the document has been submitted as approved.
- 3.5 The **Administrative Assistant**, or designee, will replace existing hard copies of any controlled documents, which have been revised. Controlled procedures will have a statement in the footer that states “******Controlled copies of this document are on green paper or are on the computer data storage/maintenance disk******”
- 3.6 All controlled copies of controlled documents shall be copied onto **green paper**. Any document other than the original signed document, which is not on **green paper**, is not a controlled copy.
- 3.7 The **Administrative Assistant** will assure all documents made **obsolete** by revised or new documents will be stamped “Obsolete” or will be discarded. Hard copies of obsolete procedures will be maintained in the obsolete files.
- 3.8 The **Administrative Assistant** will assure that all new or revised external documents that are referred to in procedures, if appropriate, will be listed in the **Training and Document Control Matrix #3.2**. The document control matrix will include at a minimum the name of the reference material and location.

4.4.6 Operational Control

ABC Farms has identified and developed operating procedures for operations and activities associated with the identified significant environmental aspects.

1.0 Purpose

ABC Farms has identified those operations and activities that are associated with identified significant environmental aspects and planned these activities including maintenance to ensure that they are carried out under specified conditions.

2.0 Related Documentation

All SOPs (Level 2 documents)

3.0 Procedure

- 3.1 The **Farm Manager** will develop standard operating procedures include operating criteria for those activities that can result in significant impacts to the environment or where their absence could lead to deviations from the policy and objectives and targets.
- 3.2 The **Farm Manager** will develop and maintain procedures related to significant aspects of goods and services and communicate relevant procedure to contractors and suppliers.
- 3.3 The **Farm Manager** will review standard operating procedures at least annually to ensure their adequacy.

4.4.7 Emergency Preparedness and Response

ABC Farms has identified the potential for accidents and emergency situations and that could result in environmental impacts.

1.0 Purpose

ABC Farms has established and maintains procedures that identify the potential for and response to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

2.0 Related Documentation

Emergency Action Plan #3.6

3.0 Procedure

- 3.1 The Farm Manager will develop and maintain an Emergency Action Plan #3.6 related to wastes from operations are leaking, overflowing or running off site as well as other emergency situations which could result in environmental impacts. This plan is located in the farm office file box. This plan will identify the potential for accidents and emergency situations and the corresponding response and includes a hurricane preparedness checklist. The plan also will consider the prevention and mitigation of any environmental impacts associated with accidents or emergency situations.
- 3.2 The Farm Manager will assure that this plan is reviewed and revised where necessary after the occurrence of accidents or emergency situations
- 3.3 The Farm Manager shall oversee periodic tests of the Emergency Action Plan #3.6.

SECTION 4.5 CHECKING AND CORRECTIVE ACTION

4.5.1 Monitoring and Measurement

1.0 Purpose

ABC Farms has established and maintains a system for measuring and monitoring the key characteristics of our operations that can have a significant impact on the environment. This system includes recording information to track performance, relevant operational controls and conformance with the established objectives and targets.

2.0 Related Documentation

4.0 Procedure

- 4.1 The Farm Manager will monitor the key characteristic of its operations identified below as well as the progress towards objectives and targets and report on these to the Management Review Board.
 - 4.1.1 Key characteristic/performance indicator 1

4.1.2 Key characteristic/performance indicator 2

4.1.3 Key characteristic/performance indicator 3

4.2 The **Farm Manager** will maintain a list of equipment requiring calibration related to the monitoring of these characteristics and objective and target performance indicators in the following table:

| Key characteristic/ indicator | Equipment | Calibration Method | Frequency of Calibration | Last date of calibration |
|----------------------------------|-----------|--------------------|--------------------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |

4.3 The **Farm Manager** will evaluate compliance with relevant environmental legislation and regulation with assistance from the **Cooperative Extension Service at least once per year.**

4.5.2 Non-Conformance and Corrective Action

1.0 Purpose

ABC Farms has established and maintains a procedure to determine the need for and implementing corrective and preventative actions.

2.0 Related Documentation

Corrective and Preventative Action Log #3.7

3.0 Procedure

3.1 All employees are empowered to report on abnormal conditions, broken equipment or anything else that may have a bearing on the environmental condition of the farm. This is accomplished by verbal communication with the **Farm Manager**.

3.2 The **Farm Manager** will document all reported corrective and preventative actions on the Corrective and Preventative Action Log #3.7. The **Farm Manager** will assure root cause of the issues are investigated and corrective or preventative actions are taken that are appropriate to the magnitude of the problems.

3.3 The **Administrative Assistant** will assure that all changes to documented procedures resulting from corrective or preventative actions are recorded.

4.5.3 Records Management

1.0 Purpose

ABC Farms has established procedures for identification, maintenance, and disposition of all environmental records in order maintain and accurate history of the environmental performance and EMS system improvements.

2.0 Related Documentation

Legal and Other Requirements Procedure Section 4.3.2

5.0 Procedure

- 5.1 The **Farm Manager** will identify and maintain a listing of environmental related records that require maintenance by the organization. This listing will be recorded in Table 2 of the Legal and Other Requirements procedure and will include the location of the record and the retention period.
- 5.2 The **Administrative Assistant** will assure that all records requiring maintenance are legible, identifiable and traceable to the related activity.

4.5.4 Environmental Management System Audits

ABC Farms has established and maintains procedures to carry out periodic audits of the environmental management system.

1.0 Purpose

ABC Farms has established and maintains procedures to carry out periodic audits of the environmental management system in order to assess implementation and conformance of the system to the management system requirements and ISO 14001.

2.0 Related Documentation

- EMS Audit Report Form #3.8
- Corrective And Preventative Action Report Log #3.7
- Guidelines for Internal EMS Audits #3.9

3.0 Procedure

- 3.1 The **Farm Manager** shall ensure that periodic EMS audits are conducted so that all elements of the EMS are audited within a year. Table 1 provides the schedule for internal EMS audits.

| Table 1 Audit Schedule | |
|-------------------------------|--|
| Period | ISO 14001 Elements |
| 1 st Quarter | 4.2 Policy, 4.3.1 Aspects, 4.3.2 Legal, 4.3.3 Objective/Targets, 4.3.4 EM Program |
| 2 nd Quarter | 4.4.1 Roles/Responsibilities, 4.4.2 Training, 4.4.3 Communication |
| 3 rd Quarter | 4.4.5 EMS documentation, 4.4.6 Document Control, 4.4.6 Operational Control, 4.4.7 Emergency Response |
| 4 th Quarter | 4.5.1 Monitoring, 4.5.2 Corrective Action, 4.5.3 Records, 4.5.4 Auditing, 4.6 Management Review |

- 3.2 The **Farm Manager** shall assign responsibilities and authorities for **EMS Auditors** and make sure they are competent to act as auditors.
 - 3.2.1 Auditor competency will be based on auditors receiving external training.
 - 3.2.1.1 Externally trained auditors should maintain a copy of the certificate.

- 3.2.2 At least one auditor shall conduct each audit with at least one member of the team being outside of the section being audited.
- 3.2.3 The **auditors** shall review **Guidelines for Internal EMS Audits #3.9**, in order to develop questions or items for review for the audit.
- 3.2.4 The **EMS auditors** shall document the audit using the **EMS Audit Report Form #3.8**.
- 3.2.5 Observations for improvement, minor nonconformances or major nonconformances should be recorded on the **Corrective and Preventative Action Report Log #3.7**.
- 3.2.6 All completed CPAR logs from the audit should be forwarded to the **Farm Manager** to be presented at the Management Review Board Meeting.
- 3.2.7 All original audit reports for will be maintained by the **Administrative Assistant**.

SECTION 4.6 MANAGEMENT REVIEW

1.0 Purpose

ABC Farms has developed a management review process to ensure the continuing suitability, adequacy, and effectiveness of the EMS.

2.0 Related Documentation

- Objectives and Targets and Environmental Management Program Form **#3.1**
- Corrective and Preventative Action Report Log **#3.7**
- EMS Audit Report Form **#3.8**
- MRB Progress Report Form **#3.10**

3.0 Procedure

- 3.1 The **Farm Manager** will report on the following information **quarterly** to the **Management Review Board**.
 - 3.1.1 Progress towards objectives and targets
 - 3.1.2 Performance indicators for key characteristics
 - 3.1.3 Non compliance issues
 - 3.1.4 Non conformance issues (CPARs)
 - 3.1.5 Environmental Issues of Interest by External Parties
- 3.2 The **Farm Manager** will make any required changes to the EMS as deemed by the MRB.
- 3.3 The **Administrative Assistant** will records minutes from the Management Review Board meeting.

Revision History

| Revision Date & # | Revision |
|-------------------|----------|
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