



FESHM 1051: CONTROL OF ENVIRONMENT, SAFETY AND HEALTH DOCUMENTS

Revision History

Author	Description of Change	Revision Date
Martha E. Michels	Reformatted the chapter	February 2013



TABLE OF CONTENTS

1.0	INTRODUCTION	2
2.0	DEFINITIONS.....	2
3.0	RESPONSIBILITIES	2
3.1	The ESH&Q Director or Designee.....	2
3.2	The D/S/C Heads.....	2
4.0	PROGRAM DESCRIPTION	2
4.1	ES&H Document Control	2
4.2	Record Management.....	3



1.0 INTRODUCTION

This chapter describes the procedures identifying Environment, Safety & Health (ES&H) documents and the protocol for controlling those documents. All ES&H documents shall be controlled so as to assure that the most current information is available to employees.

2.0 DEFINITIONS

ES&H Document – a procedure and any supporting forms that are required in order to maintain the ES&H management systems

ES&H Records – Evidence to demonstrate conformance to an ES&H Work Smart Set (WSS) standard, Fermilab ES&H Manual (ESHM), or Fermilab Radiation Control Manual (FRCM) requirement.

3.0 RESPONSIBILITIES

3.1 The ESH&Q Director or Designee

- Identifying the protocol for controlling lab-wide ES&H documents, such as the Fermilab ES&H Manual, FRCM, and associated forms.
- Identifying protocol for controlling the ESH&Q Section ES&H documents.

3.2 The D/S/C Heads

- Identifying protocol for controlling their internal ES&H documents.

4.0 PROGRAM DESCRIPTION

4.1 ES&H Document Control

- All ES&H documents must go through an approval process. The review/approval and document control process for the FESHM and FRCM is found in [FESHM 1050](#).
- All ES&H documents must be reviewed and revised as appropriate, but no longer than on a five-year basis. They must go through the established approval process. Applicable requirements specified in Regulations, DOE Orders, and FESHM and FRCM Chapters mandating a more frequent revision cycle shall continue to be followed.
- All ES&H documents shall have the revision date identified on the document. Only the most current revision shall be used. Any older version kept for information purposes must be marked as obsolete.



- Documents of external origin such as equipment manuals, which are necessary for the planning and operation of the ES&H system, shall be controlled to assure the most current information is available.

4.2 Record Management

All ES&H records must be retained in accordance with the Fermilab Records Management Program.