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City of Petersburg  
 Facility Management Division of Public Works

EMS Procedure

**EP-4.4.1-1 Resources, Roles, Responsibilities & Authority Procedure**

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**1.0 Purpose**

- 1.1 The purpose of this procedure is to establish practices related to the definition, documentation and communication of resources, roles, responsibilities and authorities within the environmental management system (EMS) to ensure effective control of the environmental performance associated with the DPW/ Facilities Management Division- Custodial Services.

**2.0 Scope**

- 2.1 This procedure is responsive to element 4.4.1 *Resources, roles, responsibility and authority* in the ISO 14001:2004 standard and covers operations of the DPW/ Facilities Management Division- Custodial Services.
- 2.2 This procedure describes management's responsibility to ensure the appropriate resources for the day-to-day tasks associated with the establishment, implementation and maintenance of the EMS for DPW/ Facilities Management Division- Custodial Services.

**3.0 Responsibility**

- 3.1 It is the responsibility of the DPW/ Facilities Management Division- Custodial Services **Senior Management** to assign qualified individuals to fulfill the following duties:
  - 3.1.1 Assigning the necessary resources to ensure the implementation and control of the EMS. Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources and resources specific to operations.
  - 3.1.2 Reviewing and approving the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO standard.
  - 3.1.3 Assigning a specific EMS Management Representative(s) with sufficient authority, awareness, competence and resources to oversee the responsibilities of the EMS. This will include reporting to Senior Management the EMS performance, improvements, and recommendations. The DPW/ Facilities Management Division- Custodial Services EMS Management Representative is designated as Management Representative and is

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documented in (Refer to memo at <http://www.petersburgva.gov/index.aspx?NID=622> and **ED-4.4.1-2 Roles & Responsibility Matrix.**)

- 3.2 The **EMS Management Representative** is responsible for defining, documenting and communicating roles and responsibilities to ensure development, implementation and maintenance of the EMS and aligning its elements with existing management structure and responsibilities. The EMS Management Representative will also be responsible for the following:
  - 3.2.1 Keeping Senior Management informed on the progress, implementation and maintenance of the DPW/ Facilities Management Division- Custodial Services EMS by reporting the EMS performance and improvements. This includes collecting the necessary information and making appropriate recommendations to allow Senior Management to evaluate the EMS during a Management Review as documented in **EP-4.6-1 Management Review** procedure.
  - 3.2.2 Ensuring that a current copy of the EMS is maintained in the Facilities Management Administration Office.
  - 3.2.3 Development and maintenance of the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO standard. Refer to **ED- 4.4.1-2 Roles & Responsibility Matrix.**
  - 3.2.4 Communicating the responsibilities and authorities to employees or persons working for or on behalf of the DPW/ Facilities Management Division- Custodial Services whose work relates to the EMS. Refer to **EP-4.4.2-1 Competence, Training and Awareness** procedure.
- 3.3 The **EMS Team** will assist the EMS Management Representative in the development, identification requirements for this procedure and related documents addressing roles and responsibilities in the DPW/ Facilities Management Division- Custodial Services' EMS.

**4.0 Definitions**

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**

**5.0 Process**

- 5.1 The DPW/ Facilities Management Division- Custodial Services has defined and documented the roles, responsibilities and authorities for effective environmental management in this procedure and the **ED- 4.4.1-2 Roles & Responsibility Matrix.** Further environmental responsibilities are

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documented in the following:

- 5.1.1 Organizational charts, job descriptions and annual employee evaluations.
- 5.1.2 Specific responsibilities associated with the EMS *Objectives, Targets and Programs* will be identified and documented in the **EP-4.3.3-1 Objectives, Targets and Programs** procedure and related documents.
- 5.1.3 The above listed documents are updated annually, or as appropriate.
- 5.2 All employees should know who is responsible for what function, and the key environmental responsibilities should be communicated to the appropriate personnel.
- 5.3 The identification and documentation of environmental responsibilities will be developed and maintained by the EMS Management Representative with the assistance of the EMS Team or designated members.

**6.0 References / Related Documents**

- 6.1 Organizational Charts
- 6.2 Meeting Minutes, Agendas and Attendance Sign in Sheets
- 6.3 ED-4.4.1-2 Roles & Responsibility Matrix
- 6.4 EP-4.6-1 Management Review procedure
- 6.5 EP-4.4.2-1 Competence, Training & Awareness procedure
- 6.6 EP-4.3.3-1 Objectives, Targets and Programs procedure