

**Bureau of Highway Maintenance  
EIP-9-Form 9c**

**EMS Document Review Checklist**

<b>EIP</b>	<b>Review Requirement</b>	<b>Responsible Party</b>	<b>Review Date and Notes</b>
1	Periodic review of Environmental Policy	EMS Team OSC	
2	Periodic review of Bureau's activities, products, and services	EMS Team OSC Bureau Admin	
3	1. Annual review of legal and other requirements	OSC	
	2. Annual review of master list of environmental permits, licenses, and authorizations	EMS Team	
	3. Periodic review of District list of environmental permits, licenses, and authorizations	District S & E Coordinator	
4	1. Annual review of progress in meeting the previously set objectives and targets	EMS Team	
	2. Periodic review of the Objectives and Targets Matrix and Significant Environmental Aspects-impacts Summary Sheet	EMS Team	
5	Periodic review of progress in implementing the action plan's objectives and targets	EMS Team	
6	Periodic review of Organization Chart and summary	EMS Team	
9	Periodic review of controlled documents (EMS Manual, EIPs, Work Instructions, etc.)	EMS Team	
12	6-year review of emergency procedures and plans	EMS Team	
13	Situational review of applicable operating procedures, work instructions, policies, and the EMS in response to corrective action plans (See step #5)	EMS Team	
16	Annual review of the EMS	Director Bureau Admin EMS Team OSC	