IGD 1008: ESOHMS DOCUMENTED INFORMATION

A. <u>PURPOSE</u>

The Interpretive Guidance Document (IGD) provides general guidance for the DLA-SM Environmental, Safety, and Occupational Health Management System (ESOHMS) per the integrated requirements of ISO 14001:2015 & ISO 45001:2018. This IGD relates to all documentation concerning DLA-SM ESOHMS operations, activities, products, and services. The DLA-SM ESOHMS applies to all DLA-SM facilities, their employees, and all personnel working on behalf of DLA-SM.

B. <u>PROCESS</u>

All ESOHMS documentation required by the ISO standards will include documented information determined necessary for the effectiveness of the ESOHMS.

1. Creating and updating
    While creating and updating all ESOHMS documentation, DLA-SM will ensure that: appropriate format (e.g. language, software version, graphics) and media (e.g. paper, electronic); identification and description (e.g. title, date, author, or reference number); and review and approval for suitability and adequacy are considered.

2. Control of documented information
    Documented information required by ESOHMS ISO standards requirements will be controlled to ensure that all documentation is available and suitable for use, where and when it is needed and is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

    DLA-SM will address the following for the control of documented information, as applicable:

    a. Distribution, access, retrieval, and use.

    b. Storage and preservation, including preservation of legibility.

    c. Control of changes (e.g. version control).

    d. Retention and disposition.

All documented information of external origin determined by DLA-SM to be necessary for the planning and operations of the ESOHMS will be identified, as appropriate, and controlled.

C. <u>ESOHMS SUPPORTING DOCUMENTATION</u>

1. DLA-SM ESOHMS Policy Statement

2. DLA-SM ESOH Management Plan