



**ENVIRONMENTAL MANAGEMENT PLAN
SYSTEM LEVEL PROCEDURE
ISO 14001:2004 SOC NEVADA LLC**

**DOCUMENT NO.
SOC.QP.ENV.0001
ATTACHMENT 4
REV. 19
PAGE 1 OF 3**

TITLE

SUMMARY OF ROLES & RESPONSIBILITIES

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MANAGEMENT SYSTEM ROLE	RESPONSIBILITIES
INSTALLATION COMMANDER	Commanding Officer – HWAD (LTC) – Chairman of the CEM. Makes recommendations, ensures employees under his/her direction are aware of Environmental Policy (#1105), ensures employees under their direction will follow all procedures and meet safety and environmental requirements. Complete oversight of contract requirements and ensures compliance. Document Concurrence Authority
SOC GENERAL MANAGER	Co-Chairs the CEM; Ensures the provision of resources to support the EMS; Designates the Top Management Representative to the CEM and for SOC NV LLC; Makes recommendations, ensures employees under his/her direction are aware of Environmental Policy (#1105), Ensures employees under his/her direction follow all procedures and meet safety and environmental requirements. Document Approval Authority
TOP MANAGEMENT REPRESENTATIVE (EMSTMR)	Reports monthly to the CEM on behalf of SOC Top Management; Ensures the provision of resources to support the EMS; Designates the Management Representative to the CEM and for SOC NV LLC; Makes recommendations, ensures employees under his/her direction are aware of the Environmental Policy (#1105); Ensures employees under his/her direction follow all procedures and meet safety and environmental requirements. Document Approval Authority
MANAGER ENVIRONMENTAL SERVICES	Oversight of Environmental Programs of entire depot and related functions/processes. Supports Top Management with regulatory compliance issues, Notices of Violation and Corrective/Preventative Actions methods and remediation. Ensures regulatory compliance depot wide with respect to Environmental policies and procedures; ensures Targets and Objectives are achievable and assists in goal attainment with data collection and measurement methodologies.; Responsible for responding to Non-Regulatory Third Parties regarding - Inquiries and communications concerning SOC's EMS and/or environmental performance; Has document Approval Authority
EMS MANAGEMENT REPRESENTATIVE (EMSMR)	Overall daily management system coordination, planning, scheduling, implementation and documentation of internal audits on an annual basis; Provides summarized system audit results to the Top Management as specified in Management Review procedures; Provides and conducts ethical, fair presentation, exercise due professional care, independent, impartial audits and objective audit conclusions, and use objective evidence based approach, must display skills in planning, personnel interaction, conduct interviews, have analytical ability, and report writing skills, have a good understanding of Federal, State, and local environmental laws and regulations. Document Approval Authority
DOCUMENT CONTROL ADMINISTRATOR (DCA)	Maintains & distributes documentation relative to the EMS. Provides technical recommendations and serves on the as the recording agent, may or may not attend CEM. May have Document Approval Authority

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MANAGEMENT SYSTEM ROLE	RESPONSIBILITIES
<p>CEM & CEM MEMBERSHIP (COMMANDERS ENVIRONMENTAL MEETING)</p>	<p>Provides a forum for MCPO, NUWC, SOC Top Management, ACO/Government, Training Units, contractors and subcontractors to voice current environmental impacts, make decisions regarding corrective/preventative actions and associated action plans, determines what will be considered to be a significant environmental impact with information provided by the EMC Team; Selects appropriate environmental objectives, reviews environmental performance, ensures essential resources are available to establish, implement, maintain and improve the EMS, including human resources and specialized skills, organizational infrastructure, IT and financial resources; Reviews the EMS at planned intervals to ensure its continuing suitability, adequacy, and for effectiveness and shall include assessment of opportunities for improvement (OFI's) and the need for changes to the EMS, and the Environmental Objective and Target; Maintains records of Management Reviews; Document Recommendation Authority</p>
<p>TENANT ACTIVITIES MCPO, NUWC & TRAINING UNITS (INCLUDES LONG AND SHORT TERM UNITS – TRAINING ON THE INSTALLATION)</p>	<p>Ensure all employees under their direction are aware of the Environmental Policy; Ensure employees under their direction follow all procedures, requirements and regulations where safety and environmental management are concerned. Document Recommendation Authority & Concurrence. SOC NV LLC will share appropriate EMS documentation (ISO 14001:2004) with NUWC, MCPO, and DLA Strategic Materials as appropriate – NUWC follows EMS requirements for Keyport, Washington</p>
<p>EMC ENVIRONMENTAL MANAGEMENT COMMITTEE (FORMERLY THE CROSS FUNCTIONAL TEAM (CFT))</p>	<p>Evaluates and analyzes current and future environmental impacts for presentation to the CEM; Top Management & CEM concurrences; Document Recommendation Authority, Approvals, and Concurrences</p>
<p>SOC ENGINEERING SERVICES</p>	<p>Prepare and review drawings and/or plan designs for environmental projects, design and monitor projects with environmental concerns; may be asked to participate in internal audits; Document Approval & Recommendation Authority</p>
<p>INTERNAL AUDITOR</p>	<p>Participates in audits to assess the health of the EMS and gage how it is functioning at regular intervals. It is recommended that audit teams consist of personnel who are independent of the area or department being audited and may will consist of personnel from Environmental Services, ACO or Tenant Activities. Members of the audit team should have a working knowledge of management systems, specifically awareness and understanding of the requirements of the EMS; Make recommendations for the improvements to the management system, as described in the scope of the audit; Internal Auditors should have successfully completed an internal or external auditor training course, and have participated in at least one (1) internal audit under the supervision of a qualified Auditor. Follows the direction of the lead auditor, supports the efficient and effective conduct and completion of the audit. Plan and carry out assigned tasks objectively, effectively and efficiently within the scope of the audit. Collect and analyze relevant and sufficient objective evidence to determine audit findings and reach conclusions regarding the health of the EMS. Prepare documentation under the direction of the lead auditor to document audit findings; Safeguard information and exercise discretion and confidentiality related to the audit; Assist in the preparation of the final audit report. Document and report non-conformances to the Auditee when a non-conformance is identified; Make recommendations for improvements to the EMS, as described in the scope of the audit; document conformances and opportunities for improvement (OFI)</p>

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MANAGEMENT SYSTEM ROLE	RESPONSIBILITIES
DIRECTORS, MANAGERS & SUPERVISORY PERSONNEL	Ensure employees under their direction follow required procedures, safety and environmental requirements; Document Approval & Recommendation Authority
LEAD AUDITOR	Direct internal environmental system audits; Lead auditor shall have an awareness and understanding of the requirements of the EMS; Receives training meets or exceeds the requirements as follows: Has successfully complete an internal or external auditor training course of study, Has participated in one (1) internal audit under the supervision of a qualified Auditor, and successfully complete ISO 14001 Lead Auditor training from an external source; Has a good understanding of Federal, State, and local environmental laws, regulations, and contractual requirements; Ensure environmental policies and procedures are being followed. Inform employees of the necessity of environmental safety on the depot to include but not limited to: any person(s) working in Environmental Services whether for SOC, ACO, MCPO, NUWC, Training Units, etc.; Make recommendations for the improvements to the EMS, as described in the scope of the audit; document non-conformances, conformances and opportunities for improvement (OFI)
SAFETY OFFICE OHSAS 18001	Ensure safety policies and procedures are being followed – Provides guidance as necessary, ensures employees under their direction follow all procedures and meet safety and environmental requirements, informs employees of the necessity of safety at HWAD to include but not limited to: any person(s) working for the Safety Department regardless of their employer (i.e., for SOC, ACO, MCPO, NUWC, Training Units, Contractors, Vendors, Sub-Contractors, etc.). may be asked to participate in internal audits; Document Approval & Recommendation Authority
SOC FIRE & EMERGENCY SERVICES (FES)	Ensure fire prevention, protection, and emergency services needs are met for the HWAD; Inform depot personnel of fire and emergency evacuation procedures; may be asked to participate in internal audits; Document Generation, Approval & Recommendation Authority
CONTRACTORS/VENDORS SECURED BY SOC NV LLC, ACO STAFF, MCPO, NUWC OR OTHER TENANT ACTIVITY	Implement and maintain EMS standards (ISO 14001:2004); Provide awareness of Environmental Policy, Legal & Other Requirements to employees.

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