



# **ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL**

DEVELOPED BY PMP INSTITUTE  
TO COMPLY WITH THE REQUIREMENTS OF  
ISO 14001:2004

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**1 PURPOSE AND SCOPE**

1.1 PURPOSE:

To define the strategy by which the Corobrik Environmental Policy and the requirements of the ISO14001:2004 Standard are satisfied.

1.2 SCOPE

1.2.1 Scope of Operations:

Corobrik is the leading brick manufacturer, distributor and marketer of clay bricks, clay pavers and associated allied building products in South Africa.

1.2.2 Scope of the Environmental Management System:

This Environmental Management System is applicable to:

- Corobrik Driefontein Factory site situated on Portions 23 &27 of Driefontein Farm 355 I.Q.
- Corobrik Midrand Factory site situated on Porcelain Road, and Main Road (M18) Olifantsfontein
- Corobrik Springs Factory site situated on 2 Tonk Meter Road, Springs
- Corobrik Rietvlei Factory site situated on Portions 23 & 27 of Rietvlei Farm 355 I.Q,

and is intended to fulfill all the requirements of the International Standard ISO 14001:2004 – Environmental Management System Requirements, a copy of which is included in this manual. Processes and activities of Corobrik are illustrated in the flow chart:

[Operational Flow Diagram COR EMS 44.4\(c\)-02](#)

**2 APPLICABLE REFERENCE DOCUMENTS**

2.1	Environmental management systems -Specification with guidance for use.	<a href="#"><u>ISO 14001:2004</u></a>
2.2	Environmental management systems - General guidelines on principles, systems and supporting techniques	<a href="#"><u>ISO 14004:2005</u></a>
2.3	Environmental management systems - Guidelines for the phased implementation of an environmental management system, including the use of environmental performance evaluation	<a href="#"><u>ISO 14005:2010</u></a>
2.4	Guidelines for quality and/or environmental management systems auditing	<a href="#"><u>ISO 19011:2011</u></a>
2.5	Quality Management Systems – Fundamentals & Vocabulary	<a href="#"><u>ISO 9000:2005</u></a>
2.6	Quality Management Systems - Requirements	<a href="#"><u>ISO 9001:2008</u></a>

### 3 DEFINITIONS AND ABBREVIATIONS

Definitions and abbreviation for environmental management system terms & words are defined in the applicable documents listed above.

#### **Unique Document Identification – Prefix & Number:**

Each Corobrik Environmental Management System Document has a unique identification number which is traceable back to the applicable clause of the ISO 14001:2004 Standard. A prefix is used identify the type of document as described below. There is an index of all the EMS documentation for easy hyperlink access.

*COR EMS \_\_\_.-\_\_\_ identifies a Corobrik Environmental Management System Document.*

[INDEX of EMS DOCUMENTS](#)

*COR EOP \_\_\_.-\_\_\_ identifies a Corobrik EMS Operating Procedure or Process Flow Chart.*

[INDEX of EOP PROCEDURES](#)

*COR EMF \_\_\_.-\_\_\_ identifies a Corobrik Environmental Management System Form.*

[INDEX of EMF FORMS](#)

*COR ESS \_\_\_.-\_\_\_ identifies a Corobrik Environmental Management System Spreadsheet.*

[INDEX of ESS DATA & CONTROL SPREADSHEETS](#)

Included in the above category is a register of documents of external origin relating to environmental issues applicable to the Corobrik Environmental Management System. Documents of this type are registered on receipt and distributed to the person responsible for the process or activity related to the document in a controlled manner.

*Note 1: An EMS document is a controlled document traceable by its unique identification number as well as a Revision Number and Date of Revision which is listed on the Master Document Control Register.*

*Note 2: Where applicable, e.g. on forms and spreadsheets, once data is entered on a document it becomes a record. The record remains traceable through original document identification number.*

## 4 ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

### 4.1 General Requirements:

The Environmental Management System requirements are illustrated in the Corobrik [Process Map \(COR EOP 44.4-\(c\)-01\)](#) which indicates the sequence and interrelation of its processes and sub-processes.

A Process Flow Chart of the Operations of the Factory is illustrated in the diagram, [Operational Flow Diagram COR EMS 44.4-\(c\)-02](#), which includes a summary of the status of environmental issues in each process. Note: This is not a live document and is only updated for the purpose of executive summary at management meetings. For live information refer to the [Register of Environmental Aspects, Impacts & Legal Requirements \(COR ESS 43.1-01\)](#)

### 4.2 Environmental Policy:

The [Environmental Policy Statement \(COR EMS 42-01\)](#) defines the activities and services that are provided by Corobrik and confirms management's commitment to continual improvement, prevention of pollution and compliance with applicable legal requirements as well as other requirements to which Corobrik subscribes, whilst providing a framework for setting and reviewing environmental objectives and targets. The policy statement is reviewed and updated when necessary and changes are communicated to all persons working for the organization through various internal media. A signed copy is on display in the public reception areas of the listed factories for staff and any interested parties to read.

### 4.3 Planning:

#### 4.3.1 Environmental Aspects:

Applicable current or potential environmental aspects are identified and analysed through the application of a process of risk assessments that are conducted periodically or when the need arises by the appointed plant Safety, Health and Environmental (SHE) Supervisor under the control of the Environmental Management Representative is responsible for the analysis and documenting of those aspects which have a significant impact on the environment for inclusion in the Corobrik Environmental Management System Manual.

The identification of environmental aspects and the determination of their significances conducted in accordance with the procedure for the [Identification & Control of Environmental Aspects & Impacts - COR EOP 43.1-01](#)

Significant environmental aspects are included in the [Register of Environmental Aspects, Impacts & Legal Requirements \(COR ESS 43.1-01\)](#) (which is factory specific) and subjected to Operational Control procedures.

Operational Control includes the setting of relevant Objectives and Targets and Management Programs. Documented aspects are kept up to date and are reviewed whenever any change has occurred due to:

- Promulgation of new legislation or regulations

- Change in processes, products or services
- Completion of management programs for the achievement of defined objectives & targets

#### 4.3.2 Legal & Other Requirements

All applicable legal and other requirements are listed in the Factory [Register of Environmental Aspects, Impacts & Legal Requirements \(COR ESS 43.1-01\)](#) which also identifies the corresponding aspects, impacts and significance.

Legal requirements are subjected to operational control which may include the setting of relevant objectives, targets and management programs.

The procedure for identifying legal and other requirements is illustrated in the procedure:

[Identification & Access to Legal & Other Requirements – COR EOP 43.2-01](#)

#### 4.3.3 Objectives, Targets and Programs

Measurable objectives and targets consistent with the Corobrik Environmental Policy are established and documented. They are reviewed at periodic Management Review Meetings based on changes in environmental policy, current aspects and impacts as well as new or revised legal and other requirements.

Environmental objectives and targets are monitored and controlled according to procedure for the [Control of Objectives, Targets & Management Programs \(COR EOP 43.3-01\)](#) together with the allocation of responsibility for their achievement.

Time frames are established for the achievement of objectives and targets and should these not be achieved within the specified time frame Corrective Action may be initiated in accordance to the [Procedure for Control of Non-conformity, Corrective & Preventive Action \(COR EOP 45.3-01\)](#) to identify and correct the root cause of the problem. A Management Program is then established and implemented to rectify the problem.

The Factory [Register of Environmental Aspects, Impacts & Legal Requirements \(COR ESS 43.1-01\)](#) and a factory specific [Register of Environmental Objectives, Targets & Management Programs \(COR ESS 43.3-01\)](#) are maintained for control purposes.

Performance against targets and objectives is measured and the [Register of Environmental Aspects, Impacts & Legal Requirements \(COR ESS 43.1-01\)](#) is updated accordingly at each factory on a monthly basis. This data is analysed and presented at the periodic Management Review Meetings.

## 4.4 Implementation and Operation

### 4.4.1 Resources, Roles, Responsibility & Authority.

Human Resources required for the establishment, implementation, maintenance and improvement of the environmental management system are provided by management in accordance with the environmental and other applicable policies.

The Factory Manager is automatically appointed as Environmental Management Representative for each listed factory and irrespective of other duties, shall take responsibility for the environmental management system as specified in Clause 4.4.1 of the ISO 14001:2004 EMS Requirements.

In the absence of the Factory Manager, the Assistant Factory Manager or next most senior member of management shall assume this responsibility until such time as the Factory Manager is available. It is the responsibility of the Environmental Management Representative to ensure that all records and data required by the EMS are maintained, and to provide top management with updated information relating to the performance of the Environmental Management System for review, including recommendations for improvement.

In addition, an Environmental Supervisor is appointed to assist in the implementation and maintenance of the EMS at each listed factory.

The responsibilities and authorities of the Factory are illustrated in the:

[QMS Management Structure Diagram CD.POL.04](#)

Copies of signed Letters of Appointment are retained in the Environmental Manual folder and communicated to employees by posting in appropriate locations on the premises:

[COR EMS 44.1-01 – Letter of Appointment \(Env. Management Representative – Group\)](#)

[COR EMS 44.1-02 – Letter of Appointment \(Env. Management Rep.\)](#)

[COR EMS 44.1-03 – Letter of Appointment \(Env. Supervisor.\)](#)

### 4.4.2 Competence Awareness & Training

Competence, awareness and training needs in accordance with Clause 4.4.2 of the ISO 14001:2004 requirements are included in the training needs analysis conducted by Human Resources according to the [Procedure for Training & Awareness of SHE Requirements \(COR EOP 44.2-01\)](#)

A Competencies Matrix is maintained that indicates completed and planned training for each of the staff and employees in environmentally related programs. Environmental training is carried out at three levels:

- Environmental Awareness for Shop Floor which is presented with visual aids (including slides of actual environmental issues on site, a diagrammatic workbook, a discussion of



roles and responsibilities of both management and the worker, consequences of noncompliance and the voluntary signing of a commitment to protect the environment. The half day program is presented with the aid of an interpreter.

- Environmental Awareness and understanding ISO 14001:2004 – for supervisory to line and junior management level is a full day course which includes a workshop identifying environmental issues from a large range of slides and exercises in recognizing establishing significance of actual environmental issues photographed on site using the Factory Aspect and Impact Register template. A study guide is supplied.
- Understanding & implementing the ISO 14001 EMS is a course presented over several months to the senior management (of four factories) during which the candidates participated in all aspects of their own system implementation, including policy & procedure writing, compiling the actual aspects and impact matrix and the creation of monitoring & measuring protocols. This was conducted at a central venue as well as at the specific sites.

Records of training, attendance registers and course content have been kept, and individuals' results are recorded on the competencies matrix.

[COR ESS 44.2-01 Competencies Matrix – Factory](#)

*Weekly toolbox talks are held in the factory, and the Environmental Supervisor presents excerpts from the environmental awareness training materials, at each talk.*

*Senior managers will shortly be attending training in Environmental Legal Knowledge presented by an Environmental Legal Services provider.*

#### 4.4.3 **Communication:**

The communication requirements of the environmental management system including external communication regarding environmental aspects is included in the communication procedure,

[Procedure for the Communication of SHE Aspects & Information \(COR EOP 44.3-01\)](#)

#### 4.4.4 **Documentation:**

The documentation required by this Environmental Management System intended to comply with the ISO 14001:2004 Specification includes:

- An Environmental Policy [COR EMS 42-01 Environmental Policy Statement](#)
- A procedure for the identification and control of environmental aspects and the determination of their impacts on the environment:  
[COR EOP 43.1-01 Identification & Control of Environmental Aspects & Impacts](#)
- A procedure for the identification of applicable legal and other requirements related to the

identified environmental aspects and the extent of their applicability to the organization:

[COR EOP 43.2-01 Identification & Access to Legal & Other Requirements](#)

- Documentation for the monitoring and control of the environmental objectives and targets and the management programs required to achieve these objectives and targets:

[COR EOP 43.3-01 Procedure for the Control of Objectives, Targets & Management Programs](#)

[COR ESS 43.3-01 Register of Environmental Objectives, Targets & Management Program Action Plans](#)

[COR ESS 43.3-02 Environmental Management Program Action Plan](#) and

[COR ESS 43.1-01 Register of Environmental Aspects, Impacts & legal Requirements](#)

- Definition of roles, responsibilities and authorities for the facilitation of effective environmental management.

[COR EMS 44.1-01 – Letter of Appointment \(Env. Management Representative – Group\)](#)

[COR EMS 44.1-02 – Letter of Appointment \(Env. Management Rep\)](#)

[COR EMS 44.1-03 – Letter of Appointment \(Env. Supervisor\)](#)

- Records of the identification and implementation of training requirements associated with the environmental aspects. (Maintained by Corobrik Human Resources Department)

*(Training needs analysis – Personal development plan – Employee personal files)*

- A procedure for the establishment, implementation and maintenance of an awareness program relating to the environmental policy, procedures, aspects, impacts and potential consequences of departure from specified procedures as well as the roles and responsibilities in achieving conformity with requirements.

[COR EOP 44.2-01 Procedure for Training & Awareness of Environmental Issues](#)

- A procedure for internal communication and the control of applicable external communication including a statement of policy in this regard:

[COR EOP 44.3-01 Procedure for the Communication of Environmental Aspects](#)

- A procedure for the control of documents

[COR EOP 44.5 – Control of Documents](#)

[COR EOP 44.5-01– Approval of New Documents](#)

[COR EOP 44.5-02 – Revision of Documents](#)

[COR EOP 44.5-03 – Issue & Distribution of Documents](#)

[COR EOP 44.5-04 Control of Documents & Copies](#)

- Procedures for the identification and planning of operational controls for situations where the absence of such controls could lead to deviations from environmental policy, objectives and targets.

[COR EOP 44.6 - Operational Control](#)

[COR EOP 44.6-01- Operational Control – Control of Dust](#)

[COR EOP 44.6-02- Operational Control – Control of Noise](#)

[COR EOP 44.6-03- Operational Control – Control of Water Quality](#)

[COR EOP 44.6-04- Operational Control – Control of Air Quality](#)

[COR EOP 44.6-05- Operational Control – Control of Soil Pollution](#)

[COR EOP 44.6-06- Operational Control – Dangerous Goods](#)

[COR OHSP-01 – Waste Management Procedure](#)

- Procedures for the operational control of significant environmental aspects of goods and services used by the organisation and the communication of these procedures and requirements to suppliers and contractors where applicable.

[COR EOP 43.1-01 -Procedure for the Identification & Control of Environmental Aspects & Impacts](#)

- Procedures for the identification of potential emergency situations and potential accidents that may have an effect on the environment and the appropriate responses.

[COR EOP 44.7 Procedure for Environmental Emergency Preparedness & Response](#)

[COR EOP 44.7-01 Evacuation Procedure](#)

[COR EOP 44.7-02 Diesel Spill Control Procedure](#)

[COR EOP 44.7-03 Hazchem Spill Control Procedure](#)

- Records of responses to actual emergency situation and accidents and the actions taken to prevent or mitigate associated adverse environmental impacts. These are maintained by the SHE manager in hard copy format together with documentary evidence where applicable.

Responses are recorded according to the [Procedure for Recording and Investigating Incidents & Accidents \(COR ENG OHS 01\)](#) using one or more of the following forms:

[COR CB INC/INV 01 Minor Incident Investigation Form](#)

[COR CB INC/INV 02 Incident Report & Investigation Form](#)

- Records of periodic review of emergency preparedness and response procedures, particularly after the occurrence of accidents or emergency situations.

*(Management Review Minutes)*

- Records of periodic tests of emergency preparedness procedures. (Hard copy records maintained in SHEQ Maintenance File under the control of the SHEQ Manager.

*(Emergency Drill Records)*

- Procedures to regularly monitor and measure key characteristics of operations which may have a significant environmental impact including procedures for the documentation related to this procedure.

*Procedure for Managing the Environmental Management System (COR EOP 45.1-01)*

*Procedure for Measuring Performance & Monitoring the EMS (COR EOP 45.1-02)*

*Procedure for Waste Management (COR ENG OHSP-01)*

- Records of the calibration of verified monitoring of measurement equipment used in the control of the key characteristics referred to above– No measurements are taken by Corobrik. Trucks are tested for exhaust emission by the National Agents, Tyco, as part of the Full Maintenance Agreement for each truck.
- A procedure for the periodic evaluation of compliance with applicable legal requirements and other requirement to which Corobrik subscribes

*COR EOP 45.2-01 - Procedure for Evaluation of Compliance of the Environmental Management System*

- Records of the results of periodic evaluations of compliance with legal and other requirements.

*COR ESS 45.2-01 – Register of Evaluations of Compliance of the EMS*

*COR ESS 45.2-02 – Register of Licenses & Permits of the EMS*

- Procedures for dealing with environmentally related actual or potential non-conformities and for taking corrective and preventive action, are included in the Integrated Management System procedure:

*COR EOP 45.3-01- Procedure for Non-Conformity, Corrective and Preventive Action*

- The control of environmentally related records is included in the Procedure for the Control of Records of the Integrated Management System.

[COR EOP 45.4-01 – Control of Records](#)

- Internal audits of the environmental management system are included in [COR EOP 45.5-01 - Procedure for Internal Audit](#)
  
- The requirements for management review of the environmental management system are included in [COR EOP 46-01 - Procedure for Management Review](#)
  
- The documentation requirements of the environmental management system are included in the procedures of the Corobrik IMS.

[COR EOP 44.5 – Control of Documents](#)

[COR EOP 44.5-01– Approval of New Documents](#)

[COR EOP 44.5-02 – Revision of Documents](#)

[COR EOP 44.5-03 – Issue & Distribution of Documents](#)

[COR EOP 44.5-04 Control of Documents & Copies](#)

#### 4.4.5 Control of Documents

The documentation requirements of the environmental management system are linked with the Corobrik Quality Management System as detailed in the following documents.

[COR EOP 44.5 – Control of Documents](#)

[COR EOP 44.5-01– Approval of New Documents](#)

[COR EOP 44.5-02 – Revision of Documents](#)

[COR EOP 44.5-03 – Issue & Distribution of Documents](#)

[COR EOP 44.5-04 Control of Documents & Copies](#)

The Environmental Management System and its documentation are in electronic format. The electronic manual includes hyperlinks to all the documents listed in the indexes which appear as an addendum to the manual. The indexes also indicate the document number, document name/title, the revision number of the current document and its date of issue as well as the process owner.

For reference purposes, a Master Environmental Manual is maintained onsite by the environmental supervisor, which includes hard copies of the latest revision (current document) of all EMS Documents for quick reference purposes. A similar manual is maintained off-site by the ISO Environmental System Consultant for control and verification purposes. All hard copies of EMS documents, with the exception of Policy Statements and Appointment Letters signed by Management, are for reference only and should be verified as the current revision on the electronic system prior to application.

The Electronic Environmental System is loaded on designated computers controlled by the Factory Manager, (Environmental Management Representative), the Assistant Factory Manager and the Environmental Supervisor which are backed up on the Corobrik Server.

A master copy of the Environmental Management System Manual and documentation is maintained off-site by the ISO Environmental Management System Consultants, PMP Institute. Documents (excluding records) maintained by the consultant are automatically backed up to an external storage device whenever a change is made to the system. A Master Document Register is also maintained by the consultant with a history of all document changes.

Records are maintained by the factory in electronic and/or hard copy and are identified by the document number of the original form.

Records include a register of documents of external origin relating to environmental issues.

#### **4.4.6 Operational Control**

Procedures for the operational control of environmental aspects are:

[\*COR EOP 44.6 - Operational Control\*](#)

[\*COR EOP 44.6-01- Operational Control – Control of Dust\*](#)

[\*COR EOP 44.6-02- Operational Control – Control of Noise\*](#)

[\*COR EOP 44.6-03- Operational Control – Control of Water Quality\*](#)

[\*COR EOP 44.6-04- Operational Control – Control of Air Quality\*](#)

[\*COR EOP 44.6-05- Operational Control – Control of Soil Pollution\*](#)

[\*COR EOP 44.6-06- Operational Control – Dangerous Goods\*](#)

[\*COR OHSP-01 – Waste Management Procedure\*](#)

#### **4.4.7 Emergency Preparedness and Response**

The identification of emergency situations and potential accidents which can have impact on the environment and the planned response procedures is dealt with

[\*COR EOP 44.7 Procedure for Environmental Emergency Preparedness & Response\*](#)

[\*COR EOP 44.7-01 Evacuation Procedure\*](#)

[\*COR EOP 44.7-02 Diesel Spill Control Procedure\*](#)

[COR EOP 44.7-03 Hazchem Spill Control Procedure](#)

## 4.5 Checking

### 4.5.1 Monitoring and measurement

The monitoring and measurement of key characteristics of operations which may have a significant environmental impact is defined in

[COR EOP 43.1-01 Procedure for the Identification & Control of Environmental Aspects & Impacts](#)

### 4.5.2 Evaluation of compliance

Compliance with applicable legal and other requirement to which Corobrik subscribes is monitored through

[COR EOP 45.2-01 – Procedure for Evaluation of Compliance of the Environmental Management System](#)

### 4.5.3 Non-conformity, Corrective Action and Preventive Action

Procedures relating to environmental aspects of non-conformities, corrective and preventive actions are integrated with

[COR EOP 45.3-01 - Procedure for Non-conforming Service, Corrective & Preventive Action](#)

### 4.5.4 Control of Records

Environmental Management system records are controlled within the Corobrik Quality Management System, with the exception of retention times for environmental documents. Records relating to Environmental issues are tabled next to the applicable document/form in Section 5 – Records of this EMS Manual.

[COR EOP 45.4-01 – Control of Record](#)

### 4.5.5 Internal Audits

Internal Audits of the environmental management system are conducted in accordance with the Corobrik Integrated Management System procedure:

[COR EOP 45.5-01 - Procedure for Internal Audit](#)

#### **4.6 Management Review**

Management Review of the environmental management system is carried out in accordance with the Corobrik Integrated Management System procedure

[COR EOP 46-01 - Procedure for Environmental Management Review](#)