1. **Objectives**
   - Establish a system for The University of Queensland Moreton Bay Research Station (MBRS) EMS document control, distribution and review; and
   - Identify responsibilities for document control, distribution and review.

2. **Document Control**
   The MBRS EMS Manual shall contain the following relevant documentation:
   - Environmental Policy;
   - Duty of Care & Reporting section;
   - Emergency schedule;
   - EMS operations contact schedule; and
   - Programmes, operating procedures and/or schedules as appropriate.

   EMS document control is the responsibility of the Document Controller of the Property and Facilities Division; and Document control shall be carried out in accordance to the Property and Facilities Division Quality System Workbook/Administration {see Procedure PF-SG/P1.0}.

3. **Document Distribution**
   - The Manager, MBRS or their delegates, shall distribute parts of the manual to their staff as they see fit or as required by their staff.
   - The Document Controller will distribute a copy of The University of Queensland MBRS EMS Manual to the Manager, MBRS or their delegates as appropriate.

4. **Document and Manual Distribution Registers**

5. **Custody of the EMS Manual**
   - The EMS Manual shall be kept under the custody of the Manager, MBRS or their delegates;
   - A master copy of The University of Queensland MBRS EMS shall be kept with the Document Controller at Sustainability Office, Property and Facilities Division;
   - EMS Manual and Document Registers can be accessed through Property and Facilities Division computer network under the
6. **EMS Manual Review**

The University of Queensland MBRS EMS Manual is reviewed by the MBRS Manager and Sustainability Office, Property and Facilities Division as follows:

- A review is carried out on the EMS manual at least every five years;
- The review shall be carried out by the MBRS Manager and Property and Facility Division, through the Environmental Engineer, and invited participants from the University Schools and stakeholders;
- The Environmental Engineer shall immediately advise the Sustainability Steering Committee of any major changes which impact on The University Queensland Environmental Policy Statement;
- All amendments and changes in documentation will be given to the Document Controller at the Property and Facilities Division; and
- The Document Controller will then make the appropriate changes and distribute updated documentation and/or update the UQ Sustainability website as necessary.

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