

**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR MANAGEMENT
OF INFRASTRUCTURE
AND NATURAL RESOURCES**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the processes it describes that it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
Version	Date	Context	Summary of Amendments		
1.0	Insert Date	To ensure suitable infrastructure, work environment and management of resources	Original		
The latest revision of this procedure is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.					
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2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** processes for ensuring that suitable facilities, infrastructure, working environments and the management of resources are provided and maintained, to enable product and service conformity.

3. SCOPE

This procedure applies to the processes that **Insert Your Company** undertakes to ensure (so far as is reasonably practicable) that the management of infrastructure and natural resources is controlled and managed effectively.

4. TERMS AND DEFINITIONS

Term	Definition
Aspect	An element or components that interact with the environment.
Impact	The degree to which an activity may affect operations and the environment.
Opportunity	The potential for improvement.
Outputs	The result of a process.
Process	A series of interacting activities which use inputs to convert them into outputs.
Risk Assessment	A process of investigation and analysis of potential risks, combined with the assignment of severities of probabilities and consequences.
Risk Management	Managing your objectives and actions with consideration to the known risks and their potential effects. The ideal situation is to minimize the likelihood or impact of unwanted outcomes.
Risk Mitigation	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
Uncertainty	A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: