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|  | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 4.1 General Requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 Environmental Policy |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 Planning |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.1 Environmental Aspects |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.2 Legal and Other Requirements |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3.3 Objectives and Targets Programme(s) |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4 Implementation and Operation  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.1 Resources, Roles, Responsibility and Authority |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.2 Competence, Training and Awareness |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.3 Communication |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.4 Documentation |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.5 Control of Documents |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.6 Operational Control |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4.7 Emergency Preparedness and Responses |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5 Checking |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5.1 Monitoring and Measurement |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5.2 Evaluation of Compliance |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5.3 Non-conformity, Corrective Action and Preventive Action |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5.4 Control of Records |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5.5 Internal Audit |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.6 Management Review |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | External Audit by QMS |  |  |  |  |  |
|  |  |  | Not applicable |  |  |  |  |  |  |  |  |
|  |  |  | Internal Audit |  |  |  |  |  |  |  |  |
| Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |