EnMS Document Control Index Example

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| **EXAMPLE EnMS DOCUMENT CONTROL INDEX (partially completed) Form Rev. A** | **DATE: 10/6/2016** |
| **Document****Type or Title** | **Current Revision/Version** | **Origin****(Internal or External)** | **Document Owner** **(responsible position)** | **Approval Authority\*** **(responsible position)** | **Where is the document distributed?** | **Next Review Date** |
| Energy policy | 9/19/16 | Internal | Top Management | CEO | Controlled within the EnMS Manual | 9/19/2017 |
| Energy Objectives and Targets (current FY) | 12/28/2016 | Internal | Energy Management Representative | CFOCEO | Intranet (click “Energy”) | 3/28/2017 |
| Energy Objective and Targets Worksheet (blank form) | Rev. B | Internal | Documents Coordinator | Energy Management Representative | f:/Energy/EnMS/ DocControl/forms | 12/30/2016 |
| Energy Planning Procedure | 11/17/2016 | Internal | Energy Team | Energy Management Representative | Intranet(click “Energy”) | 11/16/2017 |
| EnMS Document Control Index | 10/6/2016 | Internal | Documents Coordinator | Energy Management Representative | f:/Energy/EnMS/ DocControl | 10/6/2017 |
| EnMS Document Control Index (blank form) | Rev. A | Internal | Documents Coordinator | Energy Management Representative | f:/Energy/EnMS/ DocControl/forms | 1/17/2016 |
| ISO 50001-2011 Standard | 6/17/2011 | External | Energy Management Representative | N/A | Site license version posted on Intranet (click “Standards”) | 6/17/2017 |
| HVAC Inspection Checklist (blank form) | Rev. D | Internal | Maintenance Supervisor | Maintenance Manager | MISMO PM Database (Maintenance Area) | 12/30/2016 |
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