
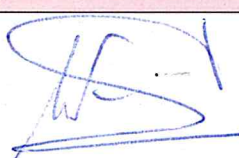
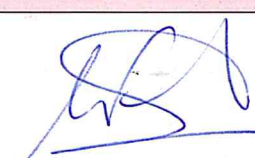




CONTROL OF DOCUMENTS AND RECORDS

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| Prepared | Reviewed | Approved |
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| Date: 1/9/2015 | Date: 2/9/15 | Date: 2/5/15 |



0 CHANGE CONTROL

| Edition | Date | Description of the modification |
|---------|----------------|--|
| 00 | | Initial edition |
| 01 | September 2015 | Reference to the corporate tool <i>Internal documentation</i> and the <i>Documents Library and Publications</i> section of the EDPR website. Removal of templates TMP-EU/EMS-GEN-00005 " <i>EMS Documentation List</i> " and TMP-EU/EMS-GEN-00006 " <i>Distribution control EMS documentation</i> ". |

1 OBJECTIVE AND SCOPE

The purpose of this procedure is to define the process followed by EDPR EU to develop, approve, distribute, review, store and manage EMS documents and records.

This procedure applies to all EMS documents and records.

2 REFERENCES

- ISO 14001:2004 standard
- MAN-EU/EMS-MAN-00001 "*EMS Manual*"
- GD-EU/EMS-GEN-00002 "*EMS Guide*"
- EXPR-EU/EMS-GEN-00005 "*Communication*"
- MAN-EU/OCD-T-00001 "*Internal Documentation System Data Base Guide*"

3 DEFINITIONS

- **Code:** alphanumeric code that identifies the system documents to facilitate their management and control.
- **Document:** information and its means of support. The means of support may be paper, digital or others.
- **Internal Documentation tool:** Corporate tool used as a general repository of EDPR documents accessible to all employees.
- **Procedure:** specified way to perform an activity or process. Procedures can be documented or not.
- **Record:** document stating the results obtained, or providing evidence of activities performed.
- **Template:** uncompleted document used to record information. Once completed, it becomes a record.

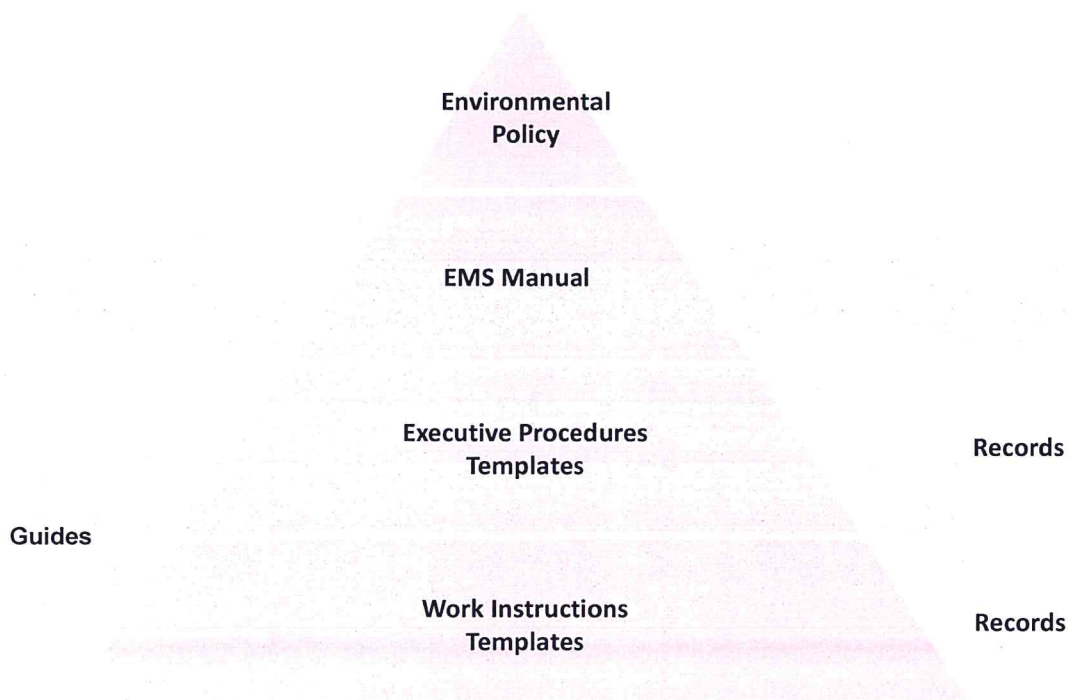
4 ABBREVIATIONS

- **Business Unit:** BU.
- **EDPR EU:** EDP Renewables Europe.
- **EMS:** Environmental Management System.
- **EMS Manager:** EMS Manager in each country.

5 PROCEDURE

5.1 EMS STRUCTURE

The EDPR EU EMS consists of the following documents:



The EDPR EU Environmental Policy is the basic document of the EMS. It provides a framework of action and for the setting of the environmental objectives and targets.

The EMS Manual is a guidance document. It sets out how EDPR EU complies with the ISO 14001 standard.

The Executive Procedures are documents that establish the general processes to be met in the facilities and activities within the scope of the EMS.

The Work Instructions describe how employees and contractors shall follow the requirements of the EMS in a detailed manner.

The Guides and posters enables the communication of new and/or relevant environmental topics company-wide.

5.2 INTERNAL DOCUMENTATION TOOL

The corporate tool *Internal documentation* is a general repository of EDPR documents accessible to all employees.

EDPR EU uses this tool to distribute and store the EMS documentation. The EMS documentation is archived under the “business area” *Environmental Management System*.

Check the *EMS guide* to know how to access to the EMS documentation through the *Internal documentation* tool.

For technical aspects of the tool, check the MAN-EU/OCD-T-00001 “*Internal Documentation System Data Base Guide*”.

How do I access the documentation of EDPR EMS in Europe?

You can find the documents of the EDPR EMS in Europe:

Through EDPR's Internal Documentation tool:

1. Click on “Documentation in force by business unit”.
2. Filter by “Business area” and choose “Environmental Management System”.
3. Filter again by “Country”, “Document Type”, “Type” or “Subtype” to find the document that you are looking for.







The process of EMS documentation approval is described in the section 5.3.2, nonetheless, the *Internal documentation* tool has its own authorization process.

Once an EMS document is approved according to what established in the section 5.3.2, the EDPR EU Sustainability department uploads it to the *Internal documentation* tool, where it is authorized by the EDPR EU EMS Manager and the EDPR EU EMS Management Representative.

Once the EMS document is authorized, the tool automatically distributes it by sending emails to all the persons included in the distribution list previously defined by the EDPR EU Sustainability department when uploading the document.

The tool keeps updated the list of EMS documents in force where the following information is detailed: code, title, version, date and document type.

| Edit | Code | Title | Checking | Date | Author | Country | Document type | Business area ✓ | Type | SubType |
|---|-----------------------|---|----------|-----------|----------------------|---------|---------------------|---------------------------------|----------|---------|
| s area : Environmental Management System (55) | | | | | | | | | | |
|  | EXPR-EU/EMS-GEN-00013 | Procedure "Management of Equipments with GHG & ODS" | 001 | 2/4/2015 | SANCET MARIN, SILVIA | Europe | Executive Procedure | Environmental Management System | General | Europe |
|  | GD-EU/EMS-GEN-00001 | Guide "Management of Equipment with GHG & ODS" | 001 | 2/4/2015 | SANCET MARIN, SILVIA | Europe | Guide | Environmental Management System | General | Europe |
|  | TMP-EU/EMS-GEN-00017 | Template "Minutes of management review" | 000 | 1/23/2015 | SANCET MARIN, SILVIA | Europe | Template | Environmental Management System | General | Europe |
|  | EXPR-EU/EMS-GEN-00011 | Procedure "Management Review" | 002 | 1/21/2015 | SANCET MARIN, SILVIA | Europe | Executive Procedure | Environmental Management System | General | Europe |
| | EXPR-EU/EMS-SPF-00007 | Waste Management EDPR Rumania | 000 | 7/8/2014 | SANCET MARIN, SILVIA | Europe | Executive Procedure | Environmental Management System | Specific | Romania |

The tool also enables the transfer of documents to historical or obsolete status when they are no longer in force, either because a new version has been published or because they have been deleted, as described in the section 5.3.5.

5.3 EMS DOCUMENTATION

5.3.1 Development

The EDPR EU EMS Manager is the person responsible for developing or modifying the general EMS documentation applicable to EDPR EU.

EMS Managers shall identify if specific procedures or work instructions are needed to ensure compliance with ISO 14001 requirements or other requirements in each business unit. If deemed necessary, the EMS Manager shall propose a draft document in English to the EDPR EU EMS Manager.

Once the EMS document is prepared, it is reviewed and approved by the functions established in this procedure (see section 5.3.2.), signing in the boxes for such purpose.

All EMS documents shall follow the following scheme:

- Header: logo, type of document, title, code (see section 5.3.1.1.), version, page number and total number of pages.
- Index
- Signature boxes: each document shall be signed and dated by the person who elaborates it, the person who reviews it, and the person who approves it.
- Footer: indicates the owner of the document and where to find the updated version.
- Document structure: in general, the structure shall be as follows:
 - Change control
 - Objective and scope
 - References
 - Definitions
 - Abbreviations

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- Procedure
- Responsibilities
- Templates

Templates are controlled by the identification code (see section 5.3.1.1.) in the header and footer, and its version and date in the footer. When the template consists of more than one page, the page number and total number of pages shall be indicated.

The use of the templates is described in the documents that determine their use.

For the development or modification of the EMS Manual, the structure indicated in its index shall be followed.

EMS documents shall describe what should be done in an easily understandable and accurate manner.

English is the official language of EDPR EU EMS; therefore, the EDPR EU EMS documentation shall be in English.

Business units may decide to translate the EMS documentation into local languages, in this case, the EMS Manager is responsible for all the issues concerning this documentation (development, distribution, review, obsolete copies, etc) as established in the section 5.3.6.

5.3.1.1 Codification

The EMS documentation shall be coded according to the following model:

AAAA-EU/EMS-BBB-000XX

Where:

AAAA: Code identifying the document type, as shown in the table below:

| Document type | Code |
|---------------|---------------------|
| PLY | Policy |
| MAN | Manual |
| EXPR | Executive Procedure |
| WIT | Work Instruction |
| TMP | Template |
| GD | Guide |
| ANX | Annex |

EU: company platform where the EMS is developed and implemented, in this case, EDPR Europe.

EMS: Environmental Management System

BBB: Code identifying the document subtype, as shown in the table below. General documents are applicable to EDPR Europe and Specific documents are applicable to particular business units.

| Document subtype | Code |
|------------------|----------|
| MAN | Manual |
| GEN | General |
| SPF | Specific |

000XX: Chronological number that identifies the document.

This coding model corresponds to the codes automatically assigned by the *Internal documentation* tool.

5.3.2 Approval

The EDPR EU EMS Management Representative is the function in charge of the final approval of the EMS documentation.

Following there's a description of the different steps from the development to the approval of the EMS documentation and the functions in charge:

| Document | Develop | Review | Validate | Approve | Distribute |
|--|---------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------|
| EMS Manual | EDPR EU EMS Manager | EDPR EU EMS Management Representative | n/a | EDPR EU EMS Management Representative | EDPR EU EMS Manager |
| General Executive Procedures | EDPR EU EMS Manager | EDPR EU EMS Management Representative | n/a | EDPR EU EMS Management Representative | EDPR EU EMS Manager |
| Specific Executive Procedures (BUs) | EMS Manager | EDPR EU EMS Manager | Country EMS Management Representative | EDPR EU EMS Management Representative | EDPR EU EMS Manager |
| Work Instructions (BUs) | EMS Manager | EDPR EU EMS Manager | Country EMS Management Representative | EDPR EU EMS Management Representative | EDPR EU EMS Manager |
| Guides | EDPR EU EMS Manager | EDPR EU EMS Management Representative | n/a | EDPR EU EMS Management Representative | EDPR EU EMS Manager |



Templates are approved jointly with the documents from which they derive; however, they shall have their own code.

As explained in the section 5.2., the *Internal documentation* tool keeps updated the list of EMS documents in force.

The EDPR EU EMS Manager keeps the original copy of the EMS documentation (in English) in paper format, available to all personnel.

The EMS documentation stored in the corporate tool *Internal Documentation* as well as the original copy in paper format, are the only controlled copies of the EMS documentation. Other copies of the EMS documentation that may exist, are not controlled.

5.3.3 Distribution

The EDPR EU EMS Manager is responsible for the distribution of the approved EMS documentation (English version) to the EMS Managers.

As described in the section 5.2. *Internal documentation tool*, once a document is authorized by the EDPR EU EMS Management Representative, it is automatically distributed through the corporate tool *Internal Documentation* to all the persons included in the distribution list previously defined by the EDPR EU Sustainability department when uploading the document. Since this moment, the document is in force and becomes mandatory for all the personnel involved in the EMS.

The EMS Managers are responsible for distributing the EMS documentation in force to the persons of the business unit involved in the EMS.

Additionally, the company publishes the EMS documentation in the EDPR website to enable the access to all interested stakeholders, mainly to EDPR contractors and service providers.

Documents Library and Publications

Use the filters to find the documents you are looking for.

To search documents by keyword, please separate the words by semicolon (;).

Find the documentation related to EDPR tenders on the [TENDERS](#) page.

Keyword

Language: EN

Categories: EMS

Sub-Categories: All, Contractors and Service Providers, Work Instruction, Executive procedure, Guides & Posters, Manual, Template, Solar PVs

Project: All

Ok

Language : EN | Categories : EMS | Sub-Categories : All

EXPR_EU_EMS-GEN-00015_Management of equipments v...

EXPR_EU_EMS-SPP-00007_Waste management EDPR Rom...

EXPR_EU_EMS-SPP-00008_Waste management EDPR Romania_Vestas_v00

The EDPR EU Sustainability department is responsible for ensuring that the updated version of the EMS documents is published on the website. For that purpose, always when an EMS document comes into force or is removed from the EMS, the EDPR EU Sustainability department requests to the Communication department its publication, replacement or removal from/of the website.

To support contractors and service providers in the access to the EMS documentation, several guidance documents have been developed where it is explained which EMS documents are applicable to the contractors and service providers. For more information, check the section *Documents library and publications* of the EDPR website.

EDPR ENVIRONMENTAL MANAGEMENT SYSTEM IN EUROPE

EDPR has implemented, in all its facilities in operation in Europe, an Environmental Management System (EMS) developed and certified according to the international standard ISO 14001:2004.

The EMS documents are available at <http://www.edpr.com/sustainability/documents-library-and-publications/>

To facilitate the access, following are the main EMS documents applicable to our suppliers:

- EMS documents applicable to our suppliers in [Europe](#)
- EMS documents applicable to our suppliers in [Spain](#)
- EMS documents applicable to our suppliers in [Portugal](#)

EDPR ENVIRONMENTAL MANAGEMENT SYSTEM IN EUROPE

EDPR has implemented, in all its facilities in operation in Europe, an Environmental Management System (EMS) developed and certified according to the international standard ISO 14001:2004.

The EMS documents are available at <http://www.edpr.com/sustainability/documents-library-and-publications/>

To facilitate the access, following are the main EMS documents applicable to our suppliers:

Documents of general application

| Title | Version | Date | Link |
|------------------------|---------|--------------|----------------------------------|
| • Environmental Policy | 00 | January 2011 | Official version |
| • Biodiversity Policy | 00 | January 2011 | Official version |

5.3.4 Revision

Any necessary update in an EMS document, produces a new version. Such updates are determined and conducted by the same function who prepared the original document, although it may be suggested by any member of the company.

Any suggestion regarding improvement, modification, etc of an EMS document shall be addressed to the EDPR EU EMS Manager and/or the EMS Manager. If the EMS Manager receives any suggestion of this kind regarding an EMS document applicable to EDPR EU, it shall be reported to the EDPR EU EMS Manager.

The new versions of an EMS document shall be reviewed, validated and approved by the same functions that reviewed, validated and approved the original one. They are also distributed to the same distribution list, unless the EDPR EU EMS Manager decides to change it.

Changes that have taken place shall be identified on the "Change Control" section.

Once the new version of the document is approved, it shall be uploaded in the *Internal documentation* tool and authorized by the EDPR EU EMS Manager and the EDPR EU EMS Management Representative, so that the new version appears in the EMS documentation list and is distributed to the interested parties.

5.3.5 Obsolete documentation

Once a document is removed from the EMS or a new version is approved, the previous version of the document becomes obsolete.

The obsolete version in digital format stored in the tool *Internal documentation* is automatically transferred to the Historic documentation section of the tool.

Regarding the original copy in paper, the EDPR EU EMS Manager shall identify it as OBSOLETE and file it separately from the other documents that are in force.

The obsolete documentation shall be filed for a minimum period of three years.

5.3.6 Translation of EMS documentation

Although the official version of the EDPR EU EMS is in English, the business units may decide to translate the EMS documentation into the local language(s).

In this case, the EMS Manager will be responsible for the translated version(s).

The EMS Manager shall guarantee that translated versions are faithful to the official version regarding its content, format, etc and keep the translated documents updated according to the official version.

Since the official version in which translations shall be based is already approved, it is not necessary to approve the translated versions.

The translated EMS documents will keep the same codification that the official EMS documents.

The EMS Manager shall define which are the controlled copies and manage properly the obsolete documents.

The EMS Managers are responsible for the distribution of the translated documents to the persons that may be interested.

5.4 EXTERNAL DOCUMENTATION

External documentation are documents of external origin determined by the organization to be necessary for the planning and operation of the EMS and/or the facilities, or coming from any stakeholder.

The EMS Manager shall ensure that external documentation is identified and its distribution is controlled.

Any function receiving documents of external origin related to the environmental variable of the facilities within the scope of the EMS or the EMS itself, shall be responsible for its delivery to the EMS Manager and/or EDPR EU EMS Manager, who shall review it and inform the

persons that may be affected by this documentation. The document/s shall be filed by the corresponding department/function in order to be available.

The relevant communications of environmental character are handled as indicated in the general procedure EXPR-EU/EMS-GEN-00005 *"Communication"*.

The process to manage complaints is described in the general procedure EXPR-EU/EMS-GEN-00012 *"Environmental Management Complaints"*.

5.5 RECORDS

The following guidelines are established to identify, classify, access, protect and store the records generated in order to demonstrate compliance with the specified requirements and the effectiveness of the operations of the EMS.

Any document evidencing an action within the EMS is considered a record.

Other types of records are those generated when EMS templates are filled in. These are used to collect information of a particular task that has been performed at a certain time. Once completed, it becomes a record.

All records shall be legible and saved and maintained so that they are readily retrievable and in an area providing a suitable environment to prevent deterioration and loss.

Records shall be available at least a minimum period of three years. In the cases that they require a specific preservation period established by law, it shall govern.

English is the official language of EDPR EU EMS. Nevertheless, when filling EMS templates, Spanish, Portuguese or English can be used. Identification of legal and other requirements is an exception when they're literally extracted, so they can be recorded in the original language. Nonetheless, the resulting obligation and the compliance assessment shall be recorded in one of the three languages mentioned above.

The functions defined in each document generate the records, and they are responsible for filing and preserving the records referred to, in a safe, controlled and accessible manner.

All records, whether in digital or paper format, shall have a clear identification of the date of registration and the signature/name of the person in charge.



GENERAL EXECUTIVE PROCEDURE
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EXPR-EU/EMS-GEN-00006

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6 RESPONSIBILITIES

| Task | Business Units | | | EDPR EU Sustainability department |
|--|---|----------------|-----------------------------|-----------------------------------|
| | Environmental department | O&M department | Asset management department | |
| Development, approval, distribution and review of EMS documentation | Check section 5.3.2 | n/a | n/a | Check section 5.3.2 |
| Keep EMS documentation updated in the <i>Internal documentation</i> tool and in the EDPR website | Support the EDPR EU Sustainability department | n/a | n/a | Ensure the update |
| Translation of EMS documentation and concerning issues | Ensure translation is faithful and manage properly the translated version | n/a | n/a | n/a |

7 TEMPLATES

Not applicable

All evidences regarding periodical update of the EMS documents are considered to be records, despite not having a format; as well as the process followed in the tool *Internal documentation* and any other document that gives evidence of the process defined in this document.

