


| | | | | |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|------------------|------------|
|  City of Dallas | Document Number: | COD-EMS-PRO-006.03 | Revision Number: | 5 |
| | Approved By: | OEQ Managing Director | Effective Date: | 12/01/2017 |
| | Description of Last Change: | Changes to bring procedure up to date with ISO 14001:2015 standard. | | |
| Document Title: | EMS Competency Grid ISO 14001:2015 7.2, 7.3 | | | |

These training requirements shall be added to any facility / departmental specific training requirements where not already required. Departments may substitute comparable outside training classes to meet the training requirements of their departmental training matrix. Departments are responsible for retaining documentation of course content and attendance. Note: Training frequencies that are required by regulation are not superseded by the training frequencies in this grid.

| Position Name | Course Name and Title | Renewal / Frequency (If Applicable) |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| City Managers, Directors and Assistant Directors (recommended) | <ul style="list-style-type: none"> ▪ One (1) Environmental Management System (EMS), Regulatory, or Stewardship Course | <ul style="list-style-type: none"> ▪ Per Fiscal Year |
| Environmental Management Representatives | <ul style="list-style-type: none"> ▪ EMS 201 - EMS Refresher | <ul style="list-style-type: none"> ▪ Per Fiscal Year |
| | <ul style="list-style-type: none"> ▪ EMS 203 - Managing Objectives and Targets | <ul style="list-style-type: none"> ▪ Every 2 Fiscal Years |
| | <ul style="list-style-type: none"> ▪ Two (2) Regulatory Courses | <ul style="list-style-type: none"> ▪ Per Fiscal Year |
| Departmental EMS staff | <ul style="list-style-type: none"> ▪ One (1) Regulatory Course | <ul style="list-style-type: none"> ▪ Per Fiscal Year |
| | <ul style="list-style-type: none"> ▪ EMS 101 – EMS Awareness | <ul style="list-style-type: none"> ▪ Once |
| | <ul style="list-style-type: none"> ▪ EMS 201 – EMS Refresher | <ul style="list-style-type: none"> ▪ Every 2 Fiscal Years; after completion of EMS 101 |
| Employees within the EMS fence line | <ul style="list-style-type: none"> ▪ EMS 101 – EMS Awareness | <ul style="list-style-type: none"> ▪ Once |