ISO 14001 All-in-One Complete Certification Package Contents

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- ISO 14001 Employee Newsletters

*Sample Included

Environmental Management System Manual

ISO 14001:2004

Type Your

Company Name,

Address,

City, State, Zip

Here

Section 4.5 Checking

4.5.1 Monitoring and Measurement

YOUR COMPANY establishes, implements, documents and maintains a system for the monitoring that is conducted and the measurements that are taken to determine how the system is performing and the data generated from this activity is analyzed and improvement action identified.

The procedure **P-450** for monitoring and measurement outlines the methods to monitor and measure the key characteristics of the company's activities, operations, products and services that can that can have an impact on the environment. The monitoring and measurement activities are associated with the various environmental programs that result from the fundamental needs of the environmental policy, and from the assessments of environmental aspects, environmental impacts, environmental legal, regulatory and other requirements to which the company subscribes.

The procedure **P-451** is established to respond to environmental alerts and outlines a system to inform the regulators and *YOUR COMPANY* top management of non-compliances with regulatory requirements. As a component of monitoring and measurement, the system of environmental alerts provides a check and balance for compliance to legal requirements.

In support of monitoring and measurement, the *instruction WI-446-040* is established to outline a system to ensure that equipment and measuring devices related to environmental measurements are calibrated and maintained *(as identified for operational control, ref 4.4.6).*

4.5.2 Evaluation of Compliance

YOUR COMPANY establishes, implements, documents and maintains a system for the evaluation of compliance with the applicable legal and other requirements to which the company subscribes.

The procedure **P-452** outlines the methods to evaluate the compliance with applicable legal requirements and with other requirements. The procedure provides for a method to track the effectiveness of action taken to improve the activities, operations, products and services that can that can have an impact on the environment.

The procedure supplements the monitoring and measuring activities and completes the improvement action loop by providing a method for processing, tracking, following up on effectiveness of the corrective and preventive actions.

4.5.3 Non-conformances, Corrective and Preventive Action

YOUR COMPANY establishes, implements, documents and maintains a system to identify and correct actual and potential nonconformities that can impact the environment and respond effectively to actual situations.

The procedure **P-453** outlines the system to identify incidents resulting in environmental nonconformities and to provide for a method to correct them and taking actions to mitigate

Procedure Excerpt

1.0   Purpose

1.1   The purpose of this procedure is to establish a system to inform the regulators and *YOUR COMPANY* top management of environmental alerts that have the potential of non-compliances with regulatory and other requirements.

2.0   Scope

2.1   This procedure applies to the activities or conditions in the plants or offices of the company that have the potential to result in a violation of legal and other requirements.

2.2   Activities or conditions in the plants or offices (of the paper mill) that have the potential to result in a violation of regulatory requirements and include but may not be limited to:

- *Any potential failure of equipment*

- *Any discharge of process effluent or chemicals to storm sewers*

- *Any situation that could result in discharge or overflow of chemicals, oil effluent, etc which have the potential of by-passing the effluent treatment system*

- *Failure or bypass of air pollution control equipment which could lead to permit failure*

2.3   Other activities or conditions in the (paper mill wood yard) operations that have the potential to result in a violation of regulatory requirements include but may not be limited to:

- Trespass

- Not following applicable access and water crossing environmental guidelines

3.0   Responsibility

3.1   Through the activities described in this procedure and with support from the Management Team the *ISO management rep* is responsible to coordinate the environmental alerts as a check and balance for compliance to legal requirements.

3.2   The supporting roles and responsibilities of personnel involved in environmental alerts are further detailed in this instruction and in referenced procedures listed at paragraph 7 below.

4.0   Definitions

4.1   None

5.0   Procedure

5.1   All employees have three basic responsibilities:

- Recognize the environmental alert problem

- Correct the problem, if possible, and report it to a supervisor

- If you cannot correct it, contact the area supervisor who will take proper corrective action.

5.2 When contacted by an employee regarding an environmental alert problem, the supervisor will:

- Assess the problem

- Take the appropriate corrective action

- If the supervisor cannot determine the appropriate action that should be undertaken, he/she must discuss it with, (in order f priority):

    - *Department head*

    - *Environmental department (ISO Rep) or other services (forestry group) as appropriate*

5.3 Once the situation has been addressed, the supervisor records all details including date, time, names of people involved, action taken (by whom), etc on the Environmental alert report (EAR), form F-451-001.

5.3.1 The information to be on the report as applicable includes time, place and duration of the incident, the cause if known, and any corrective actions taken.

5.4 The ISO rep reports all environmental alerts at the next operations and maintenance meeting. The *wood-yard director* reports all *wood-yard* environmental alerts at the next *wood-yard* operations meeting.

6.0 Processing and tracking of environmental alert reports (EARs)

6.1 The processing and follow up of environmental alert reports (EAR) are co-ordinated by the ISO Rep to ensure the effective resolutions of issues. As described in procedure P-450 for monitoring and measurement, the register for environmental action reports Reg-450 is used to manage the activities associated with the EARs.

6.2 Environmental alert reports, form F-451-001 are retained as environmental records per P-454 Control of records.

7.0 Related Documents

7.1 Clause 4.5.1 of ISO 14001 std

7.2 P-434 Environmental programs

7.3 P-447 Response to & reporting of emergency spills – Manufacturing

7.4 WI-447-010 Emergency procedure – Office

8.0 Documentation

8.1 Reg-450 Register for environmental action reports,

8.2 F-451-001 Environmental alert report - EAR,

9.0 References

9.1 None

10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	

ISO 14001:2004 Environmental Management System - The Gap Analysis Checklist

GUIDELINES FOR USE OF THE GAP ANALYSIS CHECKLIST
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This gap analysis checklist is prepared for use in evaluating your Environmental Management System against the requirements of ISO 14001.

Each requirement is expressed as a question that the auditor can use to evaluate your EMS capabilities. Along with the checklist, you will need to have a copy of the ISO 14001:2004 standard so that you can see exactly what the requirements are and can refer to the guidance section in Annex A.

After you have prepared an audit schedule, and assigned responsibility to the auditors for different areas to audit, copy each section of the checklist for the auditors working with that section. As the auditors work through the checklist, they need to take notes on what is in place, and what needs to be developed.

Reference the procedures or other documents that are reviewed and that will provide information for the new EMS. Take notes on the status of the documents, will they need to be revised for the new system, or can they be used as is? Also note where processes are in place, but documentation is needed.

Focus on what is in place, and what needs to be developed. While you do want to know if procedures and processes are being complied with, compliance is not your main focus for this audit.

Remember that the final outcome of this audit should be a list of things that your organization needs to do to comply with ISO 14001:2004.

ISO 14001:2004 Environmental Management System - The Gap Analysis Checklist

4   ENVIRONMENTAL MANAGEMENT SYSTEM

REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT YES / NO?	IF NO Estimated % complete	ITEMS NEEDED
4.1 General Requirements				
This clause introduces the general requirements for an environmental management system that is intended to result in improved environmental performance. Look to see that your organization has a system with a defined scope for an EMS that can be reviewed and evaluated to identify and implement opportunities for improvements.				
Has the organization established, documented, implemented and maintained an EMS as required by ISO 14001:2004?				
How does the organization determine if the requirements of the standard are fulfilled?				
Is the scope of the EMS defined & documented? -- are all activities, products and services within the scope addressed by the EMS?				
4.2 Environmental Policy				
This clause addresses the requirement for your organization's environmental policy which is the driver for implementing and improving the Environmental Management System.				
Is the organization's environmental policy appropriate to its activities, products, services?				
Does the policy reflect the commitment of top management to: -- prevent pollution and to continually improve? -- comply with legal & other requirements?				
Does the policy provide for a framework to: -- set & review objectives and targets? -- document, implement & maintain the policy? -- communicate the policy to persons working for or on behalf of the organization? -- is available to the public?				

Introduction
to
ISO 14001

Topics Covered

§ **Fundamentals**

§ **The 14001 Standard**

§ **Importance of 14001**

§ **Benefits**

§ **Requirements**

§ **Process / PDCA Approach**

§ **Details of the Standard:** *Sections 4 through 8*

§ **Summary**

§ **Tools for Implementation**

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

INTERNAL AUDIT CHECKLIST

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GUIDELINES FOR USE OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

1.   This checklist is based on the November 2004 released ISO 14001:2004 standard for *"Environmental Management Systems – Requirements"*.

2.   The checklist is used by auditors to evaluate or assess EMS requirements based on ISO 14001:2004.

3.   The auditors are expected to be competent and in a position to conduct the audit in an impartial and objective manner. Evidence for visible top management commitment and environmental management action must be looked for and determined to be present.

4.   The bold numerical typescript used in the checklist with titles shall be treated as the *"Requirements"*.

5.   During assessment of each requirement, auditors record the status of the evaluation by indicating in the right hand column a:

> **Yes**   **- for Acceptable condition**
> or
> **No**   **- for Deficient condition**

As required during the audit, the assessments do not need to follow the order or sequence shown in the checklist.

6.   The auditors must keep in mind that the requirement provided in the Annex A of the standard are guidance for use of the ISO 14001:2004 standard and therefore must not be misinterpreted as required by this standard.

4 Environmental Management System	Observation/Comments	Results
4.1 General Requirements	**Observation/Comments**	**Results**
Has the organization established and maintained an environmental management system as required by clause 4 of ISO 14001:2004? Has the organization defined and documented the scope of the EMS? Are the boundaries to which the EMS applies clearly defined? Are all activities, products and services within the scope addressed by the EMS? **Additional questions** To prove that the organization 'Does what it says it does', what records are completed for this section?		
4.2 Environmental Policy		
Has the environmental policy been formulated by the top management? Is the environmental policy aligned with the defined scope of the EMS? Does the policy express commitment to compliance to legal and other requirements which relate to the environmental aspects? Has the environmental policy been communicated to all persons working on behalf of the organization? **Additional questions** To prove that the organization 'Does what it says it does', what records are completed for this section?		
4.3 Planning **4.3.1 Environmental Aspects**	**Observation/Comments**	**Results**
Has the organization established and maintained a procedure to identify the environmental aspects for its activities, products or services? Can the organization control and have an influence on those activities, products or services? Has the organization determined which of those environmental aspects have significant impacts on the environment? Do the environmental aspects take into account the planning of existing conditions or new developments that are within the scope of the EMS?		

Audit Conducted by: _____ Date: _____

ISO 14001
Internal Auditor
Training Materials

Trainer's Guide

Overview

These course materials are meant to train people to conduct internal environmental audits within your organization, which are necessary to meet the internal audit requirements of the ISO 14001:2004 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements ISO 14001 environmental management system.

    Allow 4 hours for this section.

2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting a mock audit of a fictitious company.

    Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class. **We recommend that you print this guide** as you'll need the PowerPoint speaker notes to lead the class.

Notes:

It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.

It is recommended that the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.

Course Materials

The supplies you will need are:

PowerPoint: **ISO 14001 Guide to Internal Audits** (included).

PowerPoint: **Requirements of ISO 14001** (included).
A complete version with Speaker Notes is in this Trainer's Guide

PowerPoint: **Steps of Internal Audit** (included).
A complete version with Speaker Notes is in this Trainer's Guide

Student Manual (included).
Print one copy for **each student**
You may wish to have extra copies of the CPAR form
It includes reduced versions of all the PowerPoints

The ISO 14001:2004 Standard (**NOT Included***)
One copy for every 2-3 students.
Standards are available electronically from
here: 14000 Store - Standards

*The ISO 14001:2004 Standard is a copyrighted document and we are unable to include it.

Eco Toy Company (ETC) Documents and Records (included).
Print one copy for **each team** of two or three students.
See contents table (next page)

The purpose of the internal audit is to demonstrate that ETC is doing what the company says it does. Documents and records are required to prove that systems are in place. These copies are provided in the Eco Toy Company (ETC) Documents and Records file.

Pages 3 through 14 in ETC Documents and Records contain the documentation that makes up the introductory section of the ETC Environmental Management System. The remaining pages contain the ETC Documentation and Records required for the Internal Audit training.

The Do-It-Yourself

ISO 14001 Workbook
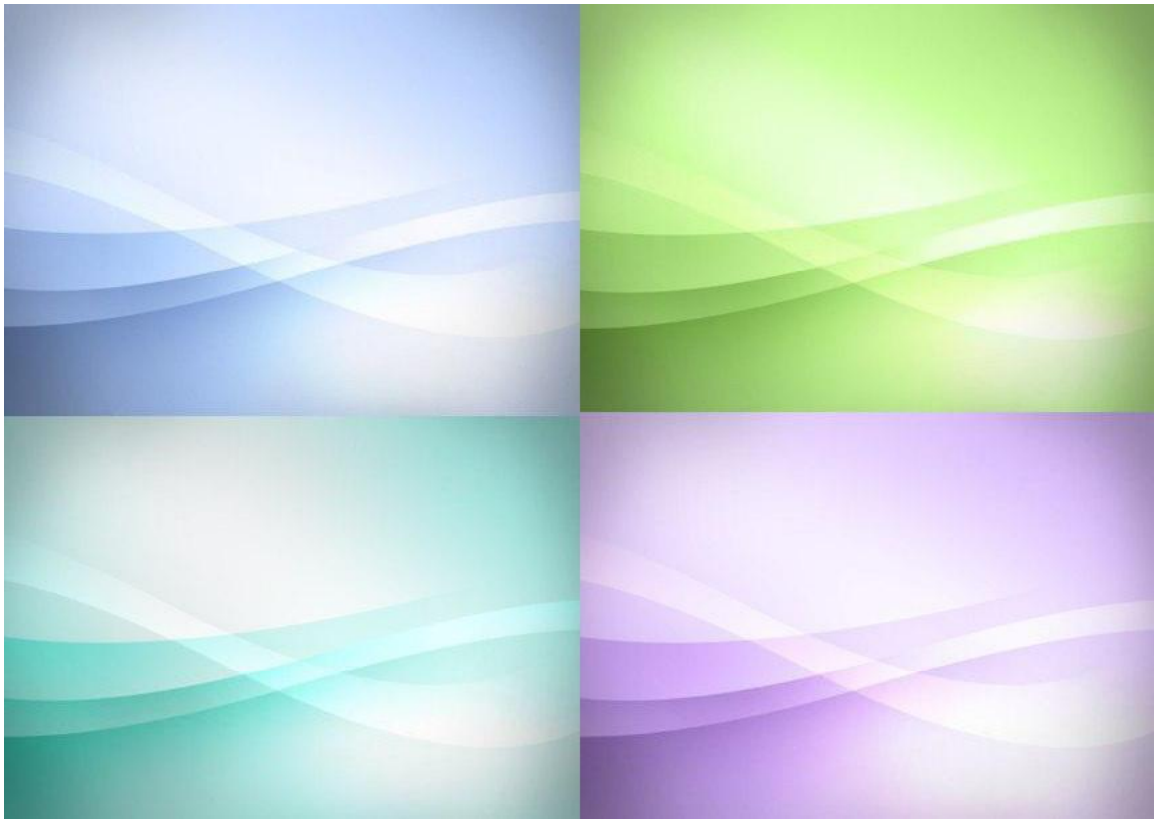
Environmental Management System Workbook

Comments and Instructions:

Congratulations on the management decision to implement the ISO 14001:2004 Environmental management system. This commitment and your participation say a lot about you and show that you are interested in learning, in growing, and in improving your business.

This ISO 14001 Workbook becomes an implementation tool and is intended to make your ISO project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to ISO 14001certification.

An important first activity or prerequisite, as the Environmental program is launched, is for the ISO Management Representative to become as familiar as possible with the ISO 14001 Workbook format and content.

The Workbook:

The workbook is presented in four sections where the ISO tasks and Exercises are introduced, initiated and completed. You will find that your workbook can be used and marked up to develop and detail the information required for each task and exercise.

The Workbook Forms:

However, since more than one person will be involved in the ISO project, the workbook forms that represent the tasks and the exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The ISO 14001 workbook is best utilized with ISO implementation training tools as provided in a series of PPT presentations that match the workbook sections.
The presentations become very effective tools that the ISO Management Representative, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.

Task 12   Perform the INITIAL ENVIRONMENTAL REVIEW

The current position with regard to the environment is established by means of an initial review and recorded from the review areas / questions tabled below.

Review Areas			
Organization Structure (Department personnel and structure chart)			

1. General Information	**Comments**	**OK**	**Needs Attention**
Current activities / processes / products	(List activities or provide process flow)		
No. of employees			
Environmental coordinator			
Type of facilities	(Office / lab / workshop / warehouse / others)		
Type of plant(s) / machinery	(List of plant / machinery utilised)		
Types of goods provided by major suppliers	(List of major suppliers and their product type)		
Types of services provided by major contractors	(List of major contractors and their product type)		
Any future activities / services			

Task 14 EMS Workshop Exercise E – Sub-Clauses 4.5 – 4.6

ISO 14001 Requirements Clause # 4	Instructions for the review of the requirements	Activities currently being done / Activities required	-- YES -- In Compliance	-- NO -- Needs Attention
4 Environmental management system requirements				
Sub-clauses 4.5 and 4.6	An essential prerequisite for this exercise is to have at your company location the latest publication of the ISO 14001 standard. And with the execution of **Task 3** in the ISO 14001 Workbook, this document will be available for use with this exercise.	Take the time to review the requirements of Clauses 4.5 and 4.6 along with guidance A..5 and A.6 of Annex A. Read each paragraph and in the 3 right hand columns: • Describe what you are currently doing to comply with the requirements. • Identify where you will need to implement new activities. Existing activities that may already comply with the standard and New activities that need attention will become part of your environmental management system - EMS.	-----	-----
4.5 Checking **4.5.1 Monitoring and measurement**	Read paragraphs 4.5.1 and A.5.1 dealing with m**onitoring and measurement,** and in the right hand columns: Describe what you are currently doing to comply with the requirements. Identify where you will need to implement new activities.	....		
4.5.2 Evaluation of compliance	Read paragraphs 4.5.2 and A.5.2 dealing with evaluation of compliance, and in the right hand columns: Describe what you are currently doing to comply with the requirements. Identify where you will need to implement new activities.	....		