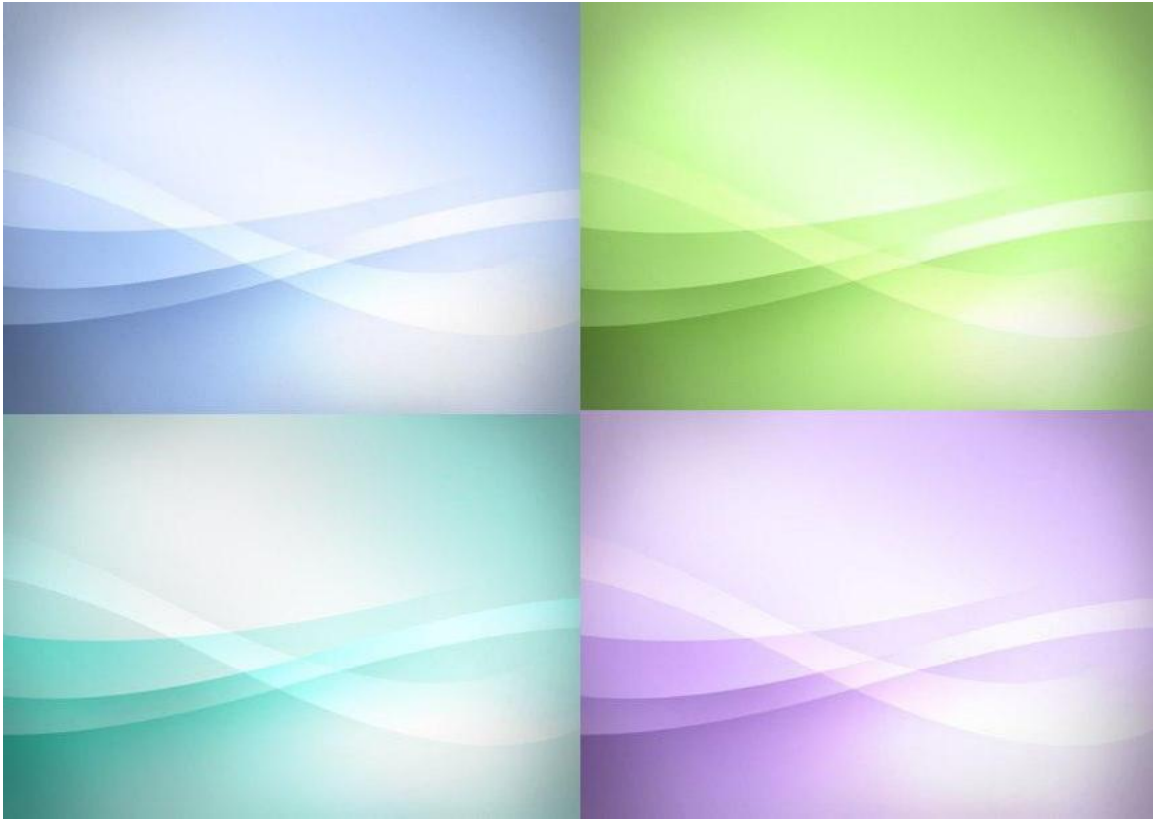


# The Do-It-Yourself ISO 14001 Workbook



# **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 14001 certification.

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.

## **Section 1: The Preparation Phase**

### **Responsibility: Management ISO 14001 Steering Team Environmental Safety Team**

1) Management must identify the ISO 14001 steering team for the environmental project. It should be made up of managers from the different areas of the organization. The purpose of this team will be to assign resources and responsibilities for the project as well as providing leadership for the project. Include top management on the team.

2) Once the steering team has been identified, the team can work together to complete the assigned tasks for the workbook section 1. This section helps you prepare for the project and put together the project plan and timeline.

<b>Task 1:</b>	Management	Describe your company
<b>Task 2:</b>	Management	Choose your ISO Management System
<b>Task 3:</b>	Management	Obtain the latest ISO 14001 standard
<b>Task 4:</b>	Management	Select the Management Representative and the ISO 14001 Steering Team
<b>Task 5:</b>	ISO Steering Team	Prepare an Organizational Chart
<b>Task 6:</b>	ISO Steering Team	Establish the Environmental Safety Team
<b>Task 7:</b>	Environmental Safety Team	Conduct First Team Meeting
<b>Task 8:</b>	ISO Steering Team	Formulate the Environmental Policy
<b>Task 9:</b>	ISO Steering Team	State the scope of the EMS
<b>Task10:</b>	ISO Steering Team	Provide Communication Tools
<b>Task 11:</b>	Environmental Safety Team	Prepare the process flow diagrams
<b>Task 12:</b>	ISO Steering Team	Perform initial environmental review
<b>Task 13:</b>	ISO Steering Team	Assign Improvement Actions for EMS

Prepared by; \_\_\_\_\_ Date: \_\_\_\_\_

## Task 12 INITIAL ENVIRONMENTAL REVIEW

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

#	Review Questions	Observation / Comment	OK	Needs Attention
1	Have the environmental aspects of the company's activities, products or services been identified?			
2	Have the environmental impacts, resulting from the environmental aspects been identified?			
3	Have the legislative and regulatory requirements been identified?			
4	Have legal and other requirements of industry codes of practice, agreements with public authorities, and non-regulatory guidelines been evaluated?			
5	Do environmental management practices and procedures and including emergencies exist?			
6	Do procedures and policies dealing with procurement and contracting activities exist?			
7	Is feedback on performance and results from investigation			

## **Section 2: The Development Phase**

### **Responsibility: Management ISO 14001 Steering Team Environmental Safety Team**

1) Management must identify an ISO 14001 steering team for the project. It should be made up of managers from the different areas of the organization. The purpose of this team will be to assign resources and responsibilities for the project as well as providing leadership for the project. Include top management on the team.

2) Once the steering team has been identified, the team can work together to complete the assigned tasks for the workbook section 2. This section helps you prepare for the project and continue to put together the project plan and timeline.

<b>Task 14:</b>	ISO Steering Team	Provide ISO 14001 training-Exercises A thru E
<b>Task 15:</b>	ISO Steering Team	Perform environmental assessment
<b>Task 16:</b>	ISO Steering Team	Identify legal and other requirements
<b>Task 17:</b>	ISO Steering Team	Maintain registry of legal and other requirements
<b>Task 18:</b>	ISO Steering Team	Identify the environmental programs
<b>Task 19:</b>	Management Representative	Manage the EMS Implementation Project Maintain a project timing chart
<b>Task 20:</b>	Environmental Safety Team	Collect Existing Documents
<b>Task 21:</b>	ISO Steering Team	Perform financial study of costs and benefits
<b>Task 22:</b>	ISO Steering Team	Reconfirm the ISO 14001 Decision
<b>Task 23:</b>	ISO Steering Team	Promote and practice teamwork

# Task 14 EMS Workshop Exercise B – Sub-Clauses 4.1 to 4.2

ISO 14001 Requirements Clause # 4	Instructions for the review of the requirements 4 Environmental management system requirements	Activities currently being done / Activities required	-- YES -- In Compliance	-- NO -- Needs Attention
Sub-clauses 4.1 and 4.2	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 Clause 4.1 and 4.2 along with guidance A.1 and A.2 of Annex A. Read each paragraph and in the 3 right hand columns: <ul style="list-style-type: none"> <li>Describe what you are currently doing to comply with the requirements.</li> <li>Identify where you will need to implement new activities.</li> </ul> Existing activities that may already comply with the standard and New activities that need attention will become part of your environmental management system - EMS.	-----	-----
<b>4 Environmental management system</b>	Read paragraph 4.1 General requirements, and in the right hand columns:	..... ..... ..... ..... ..... ..... ..... ..... ..... .....		
<b>4.1 General requirements</b>	Describe what you are currently doing to comply with the requirements.  Identify where you will need to implement new activities.			
4.2 Environmental policy	Read paragraph 4.2 Environmental policy 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.	..... ..... ..... ..... ..... ..... ..... ..... ..... .....		

## **Section 3: The Implementation Phase**

### **Implementing your ISO 14001 EMS**

#### **Responsibility: ISO Steering Team**

This section of the workbook includes the steps to complete the design, implementation and documentation and registration of your ISO 14001 EMS. The ISO Steering Team will assign responsibilities and timeline for tasks 24 through 28 (See your Timing Chart)

- Task 24:** Obtain and Review a Model for the EMS Manual
- Task 25:** Use the Model as a Template to generate EMS documentation
- Task 26:** Implement the Environmental Management System
- Task 27:** Conduct Internal Audit of the EMS
- Task 28:** Conduct the Management Review
- Task 29:** Select a Certification Body to register the EMS
- Task 30:** Receive Certification and Celebrate!

**Task 28 Agenda for the management review meeting**

<b>MEETING AGENDA - MANAGEMENT REVIEW</b>																													
DATE : _____ VENUE: _____ TIME : _____ <b>Come prepared to discuss the following agenda items</b>																													
1. Results of internal audits and evaluations of compliance with legal and other requirements  2. Communication from external interested parties including complaints  3. The environmental performance of the organization  4. The extent to which objectives and targets have been met  5. The status of preventive and corrective actions  6. Follow-up actions from previous management reviews  7. Changing circumstances including developments in legal and other requirements  8. Recommendations for improvement  Other optional topics:  10. _____  11. _____																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center; padding: 5px;"><b>PARTICIPANTS</b></th> <th style="width: 33%; text-align: center; padding: 5px;"><b>INITIALS</b></th> <th style="width: 33%; text-align: center; padding: 5px;"><b>DATE</b></th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">1. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">2. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">3. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">4. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">5. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">6. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">7. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">8. _____</td><td style="padding: 5px;">_____</td><td style="padding: 5px;">_____</td></tr> </tbody> </table>	<b>PARTICIPANTS</b>	<b>INITIALS</b>	<b>DATE</b>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	6. _____	_____	_____	7. _____	_____	_____	8. _____	_____	_____	PREPARED BY: _____ DATE: _____	
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