

The Do-It-Yourself ISO 14001 Workbook



Environmental Management System Workbook

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Section 1: The Preparation Phase

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Phase

Note:

1. This Environmental Management System Workbook is suitable for use with the **ISO 14001:2004** standards for environmental management systems.
2. This Environmental Management System Workbook is best utilized with ISO implementation training tools as provided in a series of PPT presentations. Visit <http://www.14000store.com> for the presentation package that matches the workbook sections.

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.

Task 1:	Management	Describe your company
Task 2:	Management	Choose your ISO Management System
Task 3:	Management	Obtain the latest ISO 14001 standard
Task 4:	Management	Select the Management Representative and the ISO 14001 Steering Team
Task 5:	ISO Steering Team	Prepare an Organizational Chart
Task 6:	ISO Steering Team	Establish the Environmental Safety Team
Task 7:	Environmental Safety Team	Conduct First Team Meeting
Task 8:	ISO Steering Team	Formulate the Environmental Policy
Task 9:	ISO Steering Team	State the scope of the EMS
Task10:	ISO Steering Team	Provide Communication Tools
Task11:	Environmental Safety Team	Prepare the process flow diagrams
Task 12:	ISO Steering Team	Perform initial environmental review
Task 13:	ISO Steering Team	Assign Improvement Actions for EMS

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			

Rev. 2

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Assign IMPROVEMENT ACTIONS needed to increase your Environmental Capabilities - Ref Task 13

Assessments and reviews, Tasks 12, 15, 16 & 18 highlight areas that need attention and provide focus on high significance environmental impacts and legal requirements.

The areas that require follow up and action by the ISO steering team are identified as:

- ___ Short Term, where improvements can be implemented within 1 month.
- ___ Medium Term, where improvements can be implemented within 2 to 6 months.
- ___ Long Term, where improvements can be implemented within 7 to 12 months.

SHORT TERM IMPROVEMENT ACTIONS – To be implemented within 1 month

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					
4					

MEDIUM TERM IMPROVEMENT ACTIONS – To be implemented within 2 to 6 months

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					
4					

LONG TERM IMPROVEMENT ACTIONS - To be implemented within 6 to 12 months

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					
4					

Comments:

Task 26 Input-Output worksheet for identification & planning of ISO 14001 EMS processes – F-410-001

PROCESS INPUTS - ISO 14001:2004 Environmental Management Systems Requirements	PROCESS OUTPUTS – Identification of key processes & sub- processes	DOCUMENTATION for processes	RESPONSIBILITY for processes	REMARKS
4.1 General Requirements	<i>From Exercise B</i> / / / / /	<i>Consider Documentation Package from www.the14000Store.com</i>		
4.2 Environmental Policy	<i>From Exercise B</i> / / / /			
4.3 Planning 4.3.1 Environmental Aspects 4.3.2 Legal and Other Requirements 4.3.3 Objectives, targets and programme(s)	<i>From Exercise C</i> / / / / /			
4.4 Implementation and operation 4.4.1 Resources, roles, responsibility & authority 4.4.2 Competence, training and awareness 4.4.3 Communication	<i>From Exercise D</i> / / / / /			