AN OVERVIEW OF ISO 14000

THE ISO 14000 SERIES

Consists of several Standards and Guidelines:

ISO 14001: EMS - Specification with guidance for use.

ISO 14004: EMS - General guidelines on principles, systems and supporting techniques.

ISO 19011-1: Guidelines for management system auditing.
ISO 19011-2: Qualification criteria for systems auditors.
ISO 19011-3: Management of audit programmes.

A MANAGEMENT SYSTEM & ISO 14001

ISO 14001: MAIN COMPONENTS
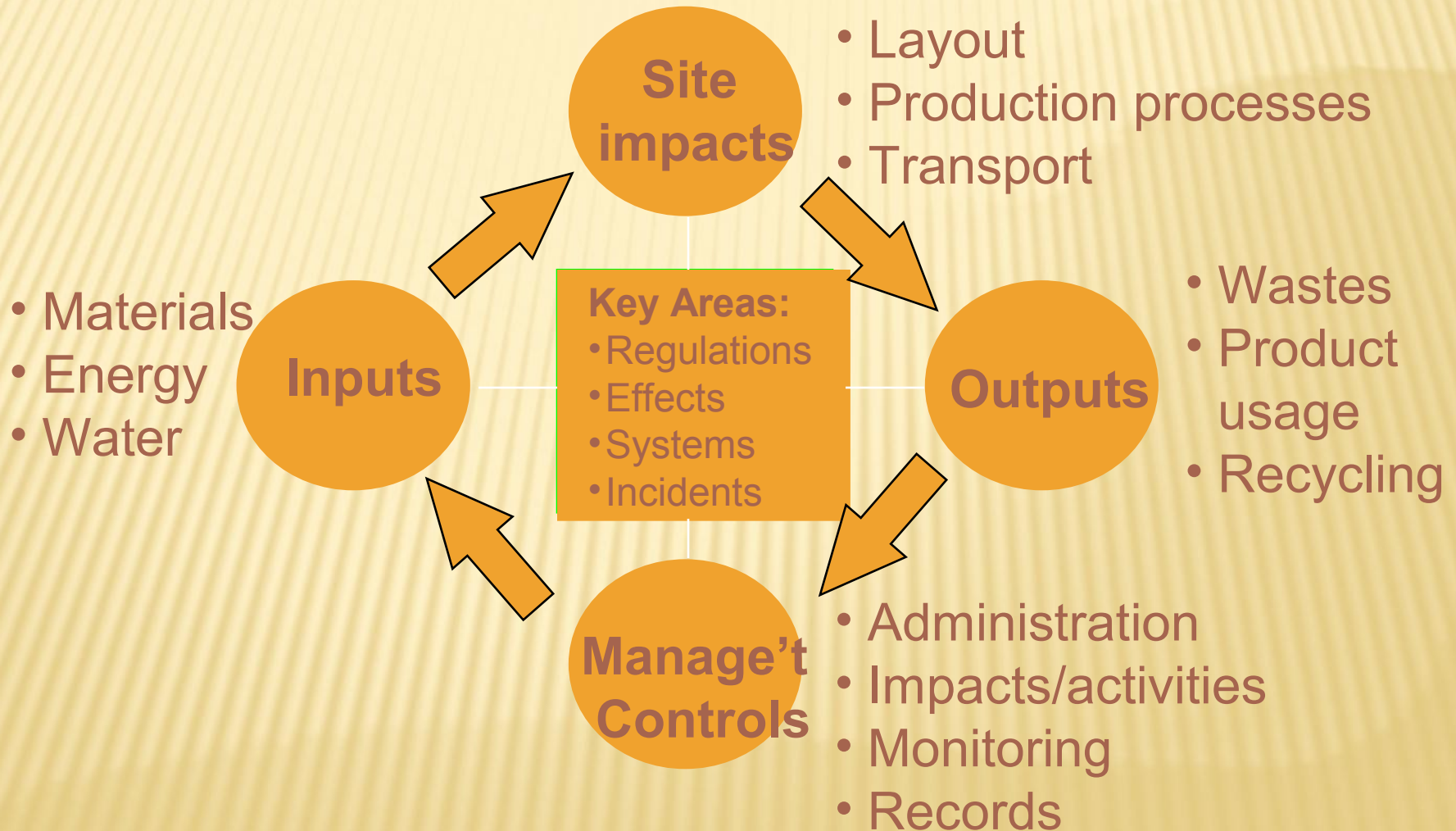
Environmental policy

Planning

Implementation & operation

Checking & corrective action

Management review

Continual improvement

THE PREPARATORY REVIEW

ENVIRONMENTAL POLICY
CHARACTERISTICS

Written statement endorsed by top management, communicated throughout the organisation.

Demonstrates commitment to continual improvement and prevention of pollution.

Demonstrates commitment to compliance with legislation and regulations.

A framework for environmental objectives and targets.

Made available to the public.

ISO 14001 COMPONENTS

Environmental policy

Planning

Environmental aspects

Legal requirements

Objectives and targets

PLANNING
ENVIRONMENTAL ASPECTS & LEGAL AND OTHER REQUIREMENTS

Includes processes, products or services; past, current and future; direct and indirect.

Normal and abnormal operations and potential emergency conditions.

A procedure to identify and have access to legal and other requirements relevant to the environmental aspects of the organisation.

OBJECTIVES AND TARGETS

Objectives

Overall goals of the organisation aligned with policy statement and identified environmental effects, often included in policy statement.

Targets

Specific goals of the organisation, should be measurable wherever practicable.

ISO 14001 COMPONENTS

Environmental policy

Planning

Implementation & operation

Structure & responsibility

Training

Documentation

Document control

Operational control

Emergency response

IMPLEMENTATION AND OPERATION
STRUCTURE AND RESPONSIBILITY

Roles, responsibility, and authority: *making environmental management effective.*

Resources and personnel: *implement and control the EMS.*

Management representative(s):

co-ordination role - not solely responsible! Team effort.

IMPLEMENTATION AND OPERATION
TRAINING, AWARENESS AND COMMUNICATION

Training needs assessment.

Training & awareness programme: *ensure awareness and competent personnel.*

Communication *procedures for internal & external communication.*

IMPLEMENTATION AND OPERATION

EMS DOCUMENTATION & DOCUMENT CONTROL

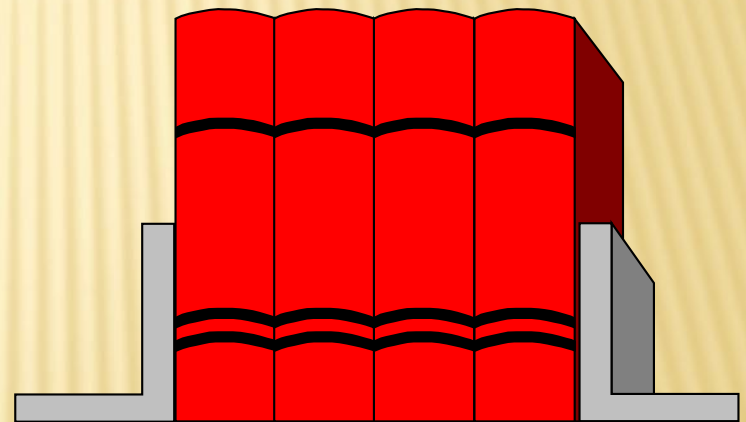Description of the management system.

Linkage to related documentation:

- Process information.
- Organisational charts.
- Internal standards and operational procedures.
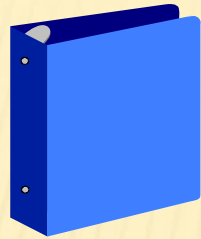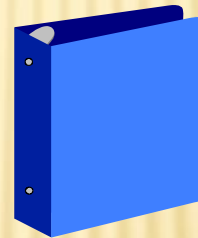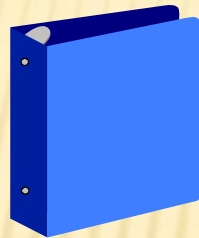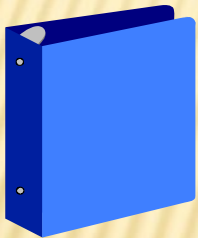- Site emergency plans.

Procedures for controlling all documents.

Documentation Tree
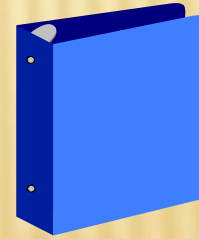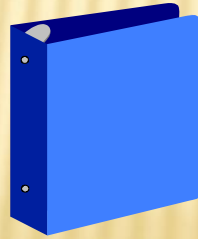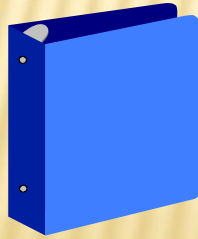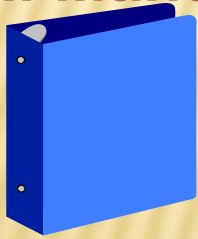
Executive

Policy & Objectives

Management

EM Manual   **Env. Progs**   **Regs. of Impacts & Leg**

Operational

Env. Procedures/Practices,WIs, Guidelines & Emergency Plans, Records

SYSTEM DOCUMENTATION (1)

Planning

    Environmental aspects

    Legal and other requirements

    Objectives and targets

    Environmental management programmes

SYSTEM DOCUMENTATION (2)

Implementation and Operation

- Structure and Responsibility
- Training, awareness and competence
- Communication
- Environmental management system documentation
- Document control
- Operational control
- Emergency preparedness and response

SYSTEM DOCUMENTATION (3)

Checking and corrective action

- Monitoring and measurement
- Non-conformance and corrective and preventive action
- Records
- Environmental management system audit

Management review

IMPLEMENTATION AND OPERATION

OPERATIONAL CONTROL

Identification of operations & activities associated with significant environmental aspects in line with the policy, objectives and targets.

Documented procedures.

Communication of relevant procedures to suppliers and contractors.

IMPLEMENTATION AND OPERATION
EMERGENCY PREPAREDNESS AND RESPONSE

Procedures for identifying potential accident and emergency situations.

Accident and emergency response procedures.

Mechanisms for reviewing/revising these procedures.

Periodic testing of these procedures.

ISO 14001 COMPONENTS

Environmental policy

Planning

Implementation & operation

Checking & corrective action

Monitoring & measurement

Corrective action

Records

Audit

CHECKING AND CORRECTIVE ACTION
MONITORING AND MEASUREMENT

Procedures to regularly monitor and measure the key characteristics of the operations and activities that can have a significant impact on the environment.

Procedure for periodically evaluating compliance with relevant legislation, regulations, objectives and targets, and any other relevant standards.

CHECKING AND CORRECTIVE ACTION
NONCONFORMANCE & CORRECTIVE ACTION AND RECORDS

Procedures for defining responsibility and authority for handling and investigating nonconformance, which include:

Action to mitigate any impacts caused.

Corrective and preventive action.

Procedures for identification, maintenance and disposition of environmental records, including:

Training.

Review results.

Audit results.

Checking and corrective action
EMS audit

The organisation shall establish & maintain programmes and procedures for periodic audits to be carried out to determine whether or not the EMS:

Conforms to planned arrangements for environmental management, including requirements of ISO 14001.

Has been properly implemented & maintained.

ISO 14001 COMPONENTS

Environmental policy

Planning

Implementation & operation

Checking & corrective action

Management review

MANAGEMENT REVIEWS

Gauges the continuing suitability, adequacy & effectiveness of the EMS in the face of changing internal & external factors.

Addresses possible need for changes to policy, objectives & other elements of the EMS.

HOPE YOU HAVE BENEFITTED FROM IT