



Science in the City

Building Participatory Urban Learning Community Hubs
through Research and Activation



ISO 14001:2015 Documentation

Environmental Management System

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What is Environment Management System?

- ❖ An Environment Management System (EMS) could be a tool for managing the impacts of associate degree organization's activities on the setting. It provides a structured approach to designing and implementing setting protection measures.
- ❖ An EMS monitors environmental performance, the same as the method a monetary management system monitors expenditure and financial gain and allows regular checks of a company's monetary performance. An EMS integrates environmental management system into a company's daily operations, future designing and alternative quality management systems.

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Benefits of ISO 14001:2015 - EMS

- Identify cost savings with greater emphasis on resource, waste and energy management
- Develop the corporate image and credibility
- Quantify, monitor and control the impact of operations on the environment, now and in the future
- Ensure legislative awareness and compliance
- Improve environmental performance of supply chain
- Protect the company, assets, shareholders and directors
- Potentially decrease public liability insurance costs for your organization
- Grow your access to business partners and potential customers

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ISO 14001:2015 Documentation Requirements

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The ISO 14001:2015 documents basic requirements for an organization to establish, document, implement, and maintain a environment management system and continually improve its effectiveness in accordance with the requirements of this International Standard. List of such requirements for better understanding quality system as per ISO 14001:2015 are as below:

- ✓ Environmental Manual
- ✓ Environmental Procedures
- ✓ Standard Operating Procedures
- ✓ Sample Forms and Templates
- ✓ Exhibits
- ✓ Environmental Plan
- ✓ ISO 14001:2015 Audit Checklist

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Environmental Manual

Environmental Manual covers context of organization, sample policy, objectives, scope, organizations structure as well as macro level each requirements. The standard recognizes that the structure and format of the manual will depend on the size, culture and complexity of the organization. The ISO 14001:2015 Manual is designed to implements best environment management system as well as accelerates documentation process.

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Environmental Procedures

Environmental Procedures as per ISO 14001:2015 covering all the details like purpose, scope, responsibility, how procedure is followed as well as list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

- ✓ Procedures for Identification Of Environmental Aspects And Its Environmental Impacts
- ✓ Procedures for Identification Of Legal Requirements
- ✓ Procedures for Communication
- ✓ Procedures for Operational Control
- ✓ Procedures for Emergency Preparedness Response
- ✓ Procedures for Monitoring And Measurement
- ✓ Procedures for Training

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Standard Operating Procedures

Standard Operating Procedures guideline for establishing controls on significant aspects, work instructions for operators as well as standard operating procedures. It is useful for process control and establishes effective environment management system. It covers does and don'ts for all the main and critical processes and details.

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Sample Forms and Templates

Forms and templates are a way of documenting that the policies, procedures, and work instructions have been followed. It required to maintain records as well as establish control and make system in the organization. They provide data for corrective actions and a way of recalling products, if necessary.

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Exhibits

The ISO 14001:2015 Exhibits are very helpful tool to teach all employees and staff about how to implements and improvements quality requirements for organization and get number of benefits. It covers skill requirements, EMS objective plan, operational control plan, and codification related documents. Following are list of Exhibits covering all the details of ISO 14001:2015 requirements.

- ✓ Objectives and Targets - EMS Objective Plan
- ✓ Operational Control Plan – Effluent Treatment Plan
- ✓ Performance Evaluation Plan
- ✓ Skill Requirements
- ✓ Multi Skill Requirements
- ✓ Exhibit for Document Identification and Codification System

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Environmental Plan

Environmental Plan used to link the organization environment objectives with the management plans for environmental improvements. It helps any organization in preparation of EMPs, contingency plan, contingency plan – hazardous waste and major emergency preparedness plan.

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ISO 14001:2015 Audit Checklist

ISO 14001:2015 Audit Checklist will be very good tool for the auditors to make audit questionnaire while auditing and make effectiveness in auditing. Total more than 700 questions are prepared for based on ISO 14001:2015. It can be used as a very good tool for logically auditing during internal audit for ISO 14001:2015 and establish proper audit trail

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ISO 14001:2015 Documentation Kit

Global Manager Group provides **ISO 14001:2015 Documentation kit** that having sample documents required for ISO 14001:2015 Certification. It contains all documents that covers all such requirements standard. The ISO 14001:2015 manual to ISO 14001:2015 audit checklist are provided in editable format that serves as the primary source of documentation.

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