

# ISO 14001 4.4.4 DOCUMENTATION



# Lesson Learning Goals

At the end of this lesson you should be able to:

- Name the different levels and types of documentation in ISO 14001
- In small groups, summarize the purpose of each of the 17 elements of the Standard

# What ISO 14001 EMS Documentation says:

The organization shall establish and maintain information in paper or electronic form to:

- (a) describe the core elements of the management system;
- (b) provide direction to related documentation.

# EMS Documentation Levels

- **Policies:** High level documents that state the organization's commitments
- **Management System Procedures:** Describe the core elements of the EMS, how they function and who is responsible for each
- **Standard Operating Procedures:** Organization or department operating procedures
- **Work Instructions:** Details of how to carry out specific tasks

# ISO 14001 in Brief

4.2 **ENVIRONMENTAL POLICY:** Proclaims organization's commitments to environmental management

## 4.3 **PLANNING**

4.3.1 **Environmental Aspects:** Assessment of which operations may impact the environment, and identification of the activities, products, or services with significant impacts

4.3.2 **Legal and Other Requirements:** Finding and maintaining an inventory of all relevant legislation concerning the environment, and any voluntary environmental commitments

# ISO 14001 in Brief (Cont'd)

- 4.3.3 **Environmental Objectives and Targets:** Goals for improvement set by the organization
- 4.3.4 **Environmental Management Program(s):** Action plans and schedules for achieving environmental objectives and targets
- 4.4 **IMPLEMENTATION AND OPERATION**
  - 4.4.1 **Structure and Responsibility:** Roles, responsibilities, and authority for planning and implementing the EMS, including those for the Environmental Management Representative

# ISO 14001 in Brief (Cont'd)

- 4.4.2 **Training, Awareness and Competence:** Identifying training needs, implementing training, and assuring competence in the EMS
- 4.4.3 **Communication:** Internal and external communications on the EMS
- 4.4.4 **EMS Documentation:** Overall description of the environmental management system
- 4.4.5 **Document Control:** Ensuring EMS documents are properly developed, authorized, and retained, up-to-date, secure, available where/when needed

# ISO 14001 in Brief (Cont'd)

- 4.4.6 **Operational Control:** Process control technology used to prevent pollution; documented procedures developed to control key operations; suppliers and contractors included in the EMS
- 4.4.7 **Emergency Preparedness and Response:** Potential environmental emergencies are identified, response plans made and tested
- 4.5 **CHECKING AND CORRECTIVE ACTION**
- 4.5.1 **Monitoring and Measurement:** Monitoring programmes track environmental performance; instruments properly calibrated; regulatory compliance routinely evaluated



# ISO 14001 in Brief (Cont'd)

- 4.5.2 **Non-conformance, Corrective and Preventive Action:** When non-conformances occur in the EMS, corrective and preventive actions are prompt, and are appropriate to the magnitude of actual or potential environmental impacts
- 4.5.3 **Records:** As with other documents, records are up-to-date, secure, available where and when needed, and retained for a specified time
- 4.5.4 **EMS Audit:** Audits done regularly to assess whether the EMS conforms with ISO 14001
- 4.6 **MANAGEMENT REVIEW:** Top management periodically assesses the suitability, adequacy, and effectiveness of the EMS

# Concluding Thoughts

Important points to remember are:

- Management system procedures are second level procedures that describe the core elements of ISO 14001
- ISO 14001 has 17 elements in five sections: policy, planning, implementation and operation, checking and corrective action, and management review
- Each element is interdependent with the other 16 elements; all are essential to an effective EMS