

INTRODUCTION

This pocket guide has been created as a quick reference guide to assist personnel to grasp the ISO requirements in simple terms. This guide explains in a basic layout how you need to address the ISO 14001:2004 requirements for the standard. The intention of this guide has been to write it in a format that should cater for all facets of an organisation.

It should be noted that this booklet is our interpretation of the standard, based on systems that we have implemented and should by no means be used instead of the actual standard.

We would hope that this guide allows personnel to consider how a clause would be addressed, and what should be done to comply with the standard.

ISO 14001:2004 is a culture that needs to be entrenched within an organisation that has adopted the standard. This pocket guide should allow all personnel to have ISO 14001:2004 at their fingertips any place, any time, thus allowing ISO 14001:2004 to become the standard by which processes are carried out.

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WHY DO WE NEED AN ENVIRONMENTAL PROGRAM

- Preserve flora (Plants and trees)
- Preserve fauna (Animals)
- Preserve humans
- Atmosphere
- Reduced dumping sites
- Reduce handling costs
- Minimize effluent control
- Reduce company expenditure
- Comply with legal requirements.

WHAT IS ISO 14001:2004

- ISO 14001:2004 system, manages environmental issues.
- It is audited by independent assessors.
- A logo that indicates that all staff are committed to the environmental standard, and will preserve the air, land, and water where possible.

MODULES

The ISO 14001EMS standard has been broken into the following structures:

- General Requirements
- Environmental Policy
- Planning
- Implementation and Operation
- Checking and corrective action
- Management review

TO ACHIEVE CERTIFICATION

- Comply with minimum legal requirements.
- Comply with Corporate requirements.
- Continuous aspect and impact studies.
- Set objectives
- Project plans (controlled)
- Show improvement
- ISO14001:2004 is a continuous improvement environmental program



ISO 14001 : 2004	
1.	Scope
2.	Normative Reference
3.	Terms and Definitions
4.	Environmental Management System
4.1	General Requirements
4.2	Environmental policy
4.3	Planning
4.3.1	Environmental Aspects
4.3.2	Legal and Other Requirements
4.3.3	Objectives, Targets and programme
4.4	Implementation and Operation
4.4.1	Resources, Roles, Responsibility and Authority
4.4.2	Competence, Training and Awareness
4.4.3	Communication
4.4.4	Documentation
4.4.5	Document Control
4.4.6	Operational Control
4.4.7	Emergency Preparedness and Response
4.5	Checking and Corrective Action
4.5.1	Monitoring and Measurement
4.5.2	Evaluation of Compliance
4.5.3	Non-conformance & Corrective & Preventive Action
4.5.4	Control of Records
4.5.5	Internal Audit
4.6	Management Review

ENVIRONMENTAL MANAGEMENT SYSTEM Requirements

1. SCOPE

General

The International Standard for an organisation has specified specific requirements for an environmental management system

- a) The organisation must develop a policy and objectives, taking in account legislative requirements.
- b) The organisation must look at the environmental impacts it has control over.

2. NORMATIVE REFERENCE

None at present

3. TERMS AND DEFINITIONS

Organisation = Your company or the company whereby ISO 14001:2004 has been implemented

Customer = The company that requires your organisation to look at your environmental impacts.

Environment = The surroundings in which your organisation operates, including:-

- Air
- Water
- Land
- Natural resources
- Flora, Fauna
- Humans and their interrelation.

Environmental Impact = Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation activities, products or services.

4. ENVIRONMENTAL MANAGEMENT SYSTEM

4.1 General Requirements

System Requirements

The organisation needs to establish, document, implement and maintain an environmental management system at all times.

Continuous improvement must be practiced to ensure that the system remains efficient and effective.

What must we do

Establish a documented system, either electrically or on paper.

Required Records




- ISO 14001:2004 Environmental Management System Manual

Typical Auditors Questions

- Do you have a documented ISO 14001:2004 Environmental Management System.

4.2 Environmental Policy

Top management must develop, and document an environmental policy that will ensure:-

-  All activities will have a positive impact on nature.
-  Have a continual improvement and prevention of pollution.
-  Commitment to comply with relevant environmental legislation and regulations.