



ISO PDF FREE DOWNLOAD

Our Essential Guide To:

ISO 14001:2015

Environmental Management Systems



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Essential Guide To: **ISO 14001:2015**

What is ISO 14001:2015?

A management standard that:

- ✓ Ensures your awareness and compliance with environmental legislation.
- ✓ Encourages efficient use of resources and the reduction of waste.
- ✓ Identifies, manages and reduces environmental risks to your organisation, defining a systematic, controlled approach to environmental management.
- ✓ Helps establish procedures for safeguarding your property and business under emergency conditions, avoiding large fines for causing pollution etc.
- ✓ Improves environmental performance and drives continual improvement, thus giving a competitive business edge.



Does it work? What do certified businesses say?

- ✓ It demonstrates legal compliance - an absolutely essential safeguard in an increasingly litigious business environment.
- ✓ A significant marketing tool, differentiating your business from others that have in-house (but non-certified) environmental management system. Mandatory in some tender opportunities.
- ✓ It actually reduces costs by optimising processes and procedures.
- ✓ It helps to engage both higher leadership and employees in a common strategic aim.



Clauses - What Are the Key Areas of Focus?

These consider specific areas of the organisation with a view to integrating the standard into the daily activities of the business. These should prevent ISO 14001:2015 simply being “something the health and safety/environment man does”. Considering each clause should stimulate a holistic approach as to how your business affects and impacts the environment.

“The Context of The Organisation”

Simply, as a company:

“What are our aims?”

“What our Key Products and Services?”

“Who are our customers and other affected parties (summarised)?”

“What is the scope of our Environmental Management System?”



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Leadership

Defined and agreed roles and responsibilities for management at all levels. This clause ensures that someone takes ownership of the environmental management system from a supervisory position at a senior level. This is vital. There needs to be “buy in” at the highest level, as the system must affect all levels of management. It also contains the Environmental Policy (a short statement of intent).

Planning

Having defined what your company actually does, and to whom, then the related risks and opportunities, this clause evaluates the impact of environmental risks, (and how to control them) as well as setting objectives and performance indicators. It also considers legal requirements - Who is responsible, and what time scales are involved? Finally, but crucially, it defines guidelines for managing changes.

Support

This clause considers documentation, competence, and communication. How can the resources and instructions required to complete tasks be controlled and measured? How do you know that methods of measurement are known to be accurate?

What are the levels of skill and awareness needed in your enterprise for the tasks to be achieved? How are vital documents controlled? How can senior management create an awareness of the need to comply with environmental and other business information?

Operation

“How do we plan and control the daily running of our business in conformance with our legal requirements, policies and environmental management system?”

Broadly, how do we eliminate hazards and reduce risks? How do we manage this change? Are there any procurement issues arising from this? What is our emergency preparedness and response?

Performance Evaluation

How do you know if the environmental management system will deliver what is intended? Who checks it, and how? How are internal audits conducted? How often is a senior management review conducted?

Improvement

How do you correct things which go wrong, and ensure they don't go wrong? What is the outline corrective action to an incident or non-conformity? How can the management system be continually improved, and records, kept as required?



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What are the Practical Steps to ISO 14001:2015 Certification?

- Understand what it is!** It's more than a certificate on a boardroom wall gained after an auditor's visit. It's not purely the responsibility of your "environmental officer". Successful certification means that an effective environmental management system serves your organisation's aims at all levels and is proven to help you do better business.
- Prepare your organization.** Clearing misconceptions is a vital task. The "why", "what" and "how" need to be clearly defined. Promote implementation as a stepping-stone to a notable "milestone" (certification to the standard, but also winning new business, reducing environmental incidents, responding to a major event, etc.).
- Gain commitment from senior management.** The project must be driven by senior leadership and this theme recurs throughout the standard. Furthermore, clause 5 focusses on this. It is a vital element for successful integration of the standard into daily business life. ISO 14001:2015 is not a mere supplement to the main activities of the organisation, existing in the world of your "environmental people" alone. Successful adoption comes only through sound commitment from senior management.

Gap Analysis

A question of, "Where are we – where do we need to be" in respect of your current procedures. There are checklists available for this task. Alternatively, an external auditor (an ISO consultant) can help.

Plan the Project - Goals and timescales!

Some areas to consider:

- When will you start?
- When do you want/need to complete it?
- What gaps exist in your existing procedures? How long will they take to address?
- What resources are available or missing?

Training

Training equals awareness, promotes ownership, encourages participation, and means success!

Potential parties to train:

- Project Manager(s)
- Team Leaders
- All significant employees, teams and internal auditors



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Documentation

What aspects of current procedures can be easily adapted? If you can't identify them yourself a consultant may be of assistance.

Internal Audits

A test-run before 'The Big Day' of the external audit. An impartial third-party (such as your friendly ISO Consultant) can look for conformity, effectiveness, and potential non-compliance. You could even train up your own team of internal auditors.

ISO Registration

After running your system for 2-3 months, it's time to arrange an external audit from a certification body. Again, your ISO Consultant should be able to assist with this

What is the cost of ISO 14001:2015 certification?

How prepared are you? This determines the number of external consultant's days required. Alternatively, if you have sufficient in-house expertise, then a "certification toolkit" may work for you. We offer several options, with varying levels of help, including remote support.

The Next Stage?

If you've read this far, well done! We pride ourselves in our straightforward, practical and (occasionally) painfully honest approach. We want to make simple what others tend to make complex. If it sounds like we could work together, please get in touch!



We can help you achieve certification in any one of three ways:

