

INTRODUCTION TO ISO 14001

ISO 14001: 2004 is an environmental management standard. This ISO 14001 standard was officially published on November 15, 2004. The purpose of this standard is to help organizations establish an Environmental Management System (EMS) to help:

- protect the environment,
- to prevent pollution, and
- improve overall environmental performance.

Since it was first published in 1996, ISO 14001 has rapidly become an important environmental standard around the world. ISO 14001 applies to all types of organizations without regard to size or product type(s).

UTILIZING ISO 14001

You can use the ISO 14001 standard to establish an environmental management system (EMS). Once established, you can use the EMS to manage the environmental aspects (elements of an organizations activities or products or services that can interact with the environment) of your organization's activities, products and services, and to improve environmental performance. Environmental performance is the measurable results of an organization's environmental aspects.

Compliance to ISO 14001 can yield the following benefits:

1. You can tell your clients that your EMS complies with the ISO 14001
2. You can register to the ISO 14001 standard through an accredited registrar
3. You can utilize the standard to help you save money through better management of valuable resources
4. Get improved employee buy-in for managing precious resources.

An organization must meet all of the requirements of the ISO 14001 standard to claim compliance; there are no exceptions. However, the size and complexity of your EMS depends on several y things. Some of the factors include:

1. The size and type of organization and its activities, products or services,
2. the complexity of processes and their interactions, and
3. the competence of the personnel.

Examples of documents that will be needed include:

- Statements of policy, objectives and targets
- Information on significant environmental aspects
- Procedures
- Site emergency plans
- Records

Procedures, Documented Requirements, Programs Required:

ISO 14001 Documented Procedures (DP), Documented Requirements (DR), Programme Required (PR),

Clause of the Standard	DP/DR/PR	Required Document Name
4.3.1/	DP	Environmental aspects of activities
4.3.2	DP	Applicable legal and other requirements
4.3.3/	DR	Environmental objectives & targets
4.3.3	PR	Programme for achieving objectives and targets
4.4.1	DR	Roles, responsibilities, authorities for implementation & ops.
4.4.2	DP	Employee training
4.4.3	DP	Communication of environmental management
4.4.4	DR	Environmental policy, objectives, targets
4.4.5	DP	Control of documents
4.4.6	DP	Operational control
4.4.7	DP	Emergency preparedness and response
4.5	DP	Monitor and measurement of operations for environmental impact
4.5.2	DP	Evaluation of compliance with applicable legal and other requirements
4.5.3	DP	Nonconformance, corrective action, preventive action

4.5.4	DP	Control of records
4.5.5	DP	Internal Audit

RECORDS REQUIRED 14001:2004

4.5.1		Calibration monitoring and measuring equipment
4.5.2.1		Compliance evaluation with applicable legal requirements
4.5.2.2		Compliance evaluation with other requirements
4.5.3		Corrective and Preventive Action
4.5.5		Internal audit
4.6		Management review

HOW TO GET STARTED:

1. Perform an Environmental Review:
 - Identify your organization's environmental aspects associated with normal operating conditions, abnormal conditions, and emergency situations and accidents
 - Identify applicable legal requirements
 - Examine any existing environmental practices and procedures including purchasing and contracting
 - Evaluate previous emergency situations and accidents
2. Define your boundaries: entire organization or specific operating unit(s)
3. Define the scope of the EMS, and then include all activities, products and services within the scope
4. Establish your environmental policy
5. Establish your environmental aspects through the consideration of your processes such as:
 - Design and development
 - Manufacturing
 - Packaging and shipping
 - Waste
 - Raw materials usage
 - Distribution, use and end of life of products

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This white paper was designed to give you some material to get you started. There's much more to do such as establishment of objectives, targets, and a program for achieving objectives and targets. You'll want to purchase the ISO 14001: 2004 standard and read it thoroughly. Annex A is a good source of guidance for implementing an EMS. The standard is available through www.asq.org or www.iso.org and a variety of other sources. Good luck, we're here to help when/if needed.

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