



## ISO 14001:1996 ENVIRONMENTAL MANAGEMENT SYSTEM

### **Introduction**

ISO (the International Organisation for Standardisation) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees.

International Standard ISO 14001:1996 was prepared by Technical Committee 207 (TC207), which is made up of various subcommittees.

ISO 14001:1996 is a new international environmental management system standard. This International Standard specifies requirements for an environmental management system, to enable an organisation to formulate a policy and objectives taking into account legislative requirements and information about significant environmental impacts which the organisation can control and over which it can be expected to have an influence. It does not itself state specific environmental performance criteria.

ISO 14001:1996 is applicable to any organisation that wishes to

- a) implement, maintain and improve an environmental management systems;
- b) assure itself of its conformance with its stated environmental policy;
- c) demonstrate such conformance to others;
- d) seek certification/ registration of its environmental management system with an external organisation;
- e) make a self-determination and self-declaration of conformance with this international standard.

As concerns grow for maintaining and improving the quality of the environment and protecting human health, organisation of all sizes are increasingly turning their attention to the potential impacts of their activities, products and services. The environmental performance of an organisation is of increasing importance to internal and external interested parties. Achieving sound environmental performance requires organisational commitment to a systematic approach and to continual improvement.

An EMS provides order and consistency for organisational effort to address environmental concerns through the allocation of resources, assignment of responsibilities, and ongoing evaluation of practices, procedures and processes.



Environmental management is an integral part of an organisation's overall management responsibility. The structure, responsibilities, practices, procedures, processes and resources for implementing environmental policies, objectives, and targets should be coordinated with existing efforts in other areas (e.g., operations, finance, quality, occupational health and safety). The design of an EMS is an ongoing, interactive process that consists of defining, documenting and continually improving on the required capabilities.

### **BENEFITS OF HAVING AN ENVIRONMENTAL MANAGEMENT SYSTEM**

- Manage the environmental effects and environmental performance.
- Comply with the environmental law, legislation, regulation and licences.
- Provide information and facts for management decision.
- Control risks and achieve cost savings.
- Establish and maintain a good relationship with the authorities.
- Meet with the customers, investors, insurers and community's requirements and needs.
- Motivate and protect employees.
- Improve corporate image.

### **ENVIRONMENTAL SYSTEM (EMS) PRINCIPLES AND ELEMENTS**

- Commitment and Policy
- Planning
- Implementation
- Measurement and Evaluation
- Review and Improvement

### **COMMITMENT AND POLICY**

An organisation should focus on what needs to be done – it should ensure commitment to EMS and define its environmental policy.

### **PLANNING**

An organisation should formulate a plan to fulfil its environmental policy.

### **IMPLEMENTATION**

For effective implementation, an organisation should develop the capabilities and support mechanisms necessary to achieve its environmental policy, objective and targets.



## **MEASUREMENT AND EVALUATION**

An organisation should measure, monitor and evaluate its environmental performance.

## **REVIEW AND IMPROVEMENT**

An organisation should review and continually improve its environmental management system, with the objective of improving its overall environmental performance.

## **ISO 14001:1996 CONSULTANCY SERVICE**

### **CONSULTANCY METHODOLOGY**

There are 7 steps (modules) in the implementation of EMS/ISO 14000 system

- Preliminary Visit
- Diagnostic Assessment
- EMS/ISO 14000 Training
- System Design and Development
- System Implementation
- Pre-Certification Audit
- Certification Audit EMS/ISO 14000
- Post Certification Follow- Up Audit (If Necessary)

### **PRELIMINARY VISIT**

To obtain an overview of the potential client's environmental management system with regard to meeting ISO 14000 requirements.

### **DISGNOSTIC ASSESSMENT**

To help the company identify the strengths and weaknesses of its current environmental management system in order to determine areas where improvements are needed to meet the requirements of the relevant ISO 14000 standards.

### **ISO 14000 TRAINING**

To provide to all levels of the company to ensure proper understanding of ISO 14000, its implementation and maintenance.



### **SYSTEM DESIGN AND DEVELOPMENT**

To establish and document an Environmental Management System which meet the requirements of the relevant ISO 14000 standards.

### **SYSTEM IMPLEMENTATION**

To ensure that the environmental management system is properly understood and implemented by all personnel involved.

### **PRE-CERTIFICATION AUDIT/ CERTIFICATION AUDIT EMS/ ISO 14000**

To ensure that the environmental management system developed complies with the requirements of the relevant ISO 14000 standard before the actual certification.

### **ISO 14000 TRAINING**

Many companies are now recognising that the existing management policies do not enable them to keep abreast of the environmental challenges or grasps its many opportunities. Whatever the view, whether it is to satisfy current pressure groups or not, the reality is that environmental performance and probity is a serious and long-term component of the mix of concerns of any industrialised or emerging nation and is set to become more high profile not less.

There are a number of environmental management systems, they all have the same basic objectives of providing a structured set of procedures and processes to enable an organisation or operation to manage its business in relation to the environment.

Environmental Management System cannot be detached from the people who have to manage it. Therefore the training of people is an indispensable part of implementation and maintenance of an Environmental Management System.

We have designed a total programme on EMS/ISO 14000 training for top management, middle management and lower levels staff for any company which believes in the long term benefits on ensuring that its staff are well trained in the concept of EMS.



We offer the following training programmes;

*I. TOP MANAGEMENT:*

**EMS/ISO 14000 Awareness for Top Management**

Provide participant with an overview of the ISO 14000 standards and the benefits of implementing them in an organisation.

*II. MIDDLE MANAGEMENT:*

**ISO 14000 Internal Environmental Auditing**

This course aims to equip course participants with the practical knowledge of internal environmental auditing to enable them to conduct systematically internal environmental audits required by the ISO 14000 standard.

**Interpretation of ISO 14000**

Provide participants a broad perspective of the ISO 14000 standards and interpretation of ISO 14000 in industry.

**Environmental Auditor Training**

This course aims to train participants on the planning, organisation and execution of environmental system assessments and audits.

**Course Approval**

This course is registered with the Environmental Auditors Registration Association (EARA) in the United Kingdom. Participant who passed the course will be issued certificates recognised by EARA as part of the requirement for registration as Auditor or Lead Auditor.

*III. LOWER MANAGEMENT & STAFF*

**EMS/ISO 14000 Awareness and Motivation**

This course is designed to help participants under the basic concept of environmental management and appreciate its importance in customer satisfaction.



### **Basic Understanding of EMS/ISO 14000**

This course aims to provide participants with a basic understanding of ISO 14000 implementation and their role in maintaining the management system.

### **EMS/ISO 14000 Internal Environmental Auditing**

This course aims to equip course participants with the practical knowledge of internal environmental auditing to enable them to conduct systematically internal environmental audits required by the ISO 14000 standard.

Companies may select individual training programmes but it is more cost-effective and structured if the total package is undertaken. Details of each programme are given in the enclosed brochure. All training programmes will be conducted by qualified international ISO 14000 consultants who have the experience in conducting environmental courses for companies in various industries.

### **ISO 14000:1996 Design, Development and Implementation Workshop (2 Days)**

#### **Objectives**

Increasing number of organisations have voluntarily adopted and attained ISO 14001 certification. If your organisation is considering whether to embark on this greening journey, sign up to this training course now! It is designed specifically for people with little or no knowledge of ISO 14001 focusing on:

- The basics for proactive environmental management
- ISO 14001 from planning to certification
- The 17 clauses of ISO 14001 and how to meet the requirements

Participants will understand the core requirements of ISO 14001 as well as financial and human resources needed to ensure its success.

#### **Key Topics**

- Overview of ISO 14001 implementation process
- How to conduct an initial environmental review
- Interpretation of ISO 14001 clauses
- How to identify and evaluate significance of environmental aspects
- How to define environmental policies, objectives, targets and management programmes



- Regulatory issues associated with ISO 14001
- Documenting ISO 14001 procedures
- Similarities between ISO 9000 and ISO 14001
- Preparing for certification

### **Who Should Attend**

Personnel responsible for decision making or EMS implementation/ documentation from organisations considering or in the process of implementing ISO 14001.

### **Course Fee**

S\$590 per participant

In-house Training package is available.

Please contact us at Tel: 8429895

or email: [os@strategicinnovation.com.sg](mailto:os@strategicinnovation.com.sg)

### **ISO 14001 Internal Auditor Training (2 days)**

#### **Objectives**

ISO 14001 requires organisations to establish and maintain programmes and procedures to carry out periodic environmental management system audits. Suitably trained internal auditors are necessary to ensure that audits are effective. To maintain and upgrade the competence of internal auditors, the programme concentrates on:

- EMS auditing skills
- What to look for when auditing key elements of ISO 14001
- Basic knowledge in environmental aspects, impacts and general environmental legal requirements
- Practical exercises

#### **Key Topics**

- Understanding environmental aspects, impacts and significance
- Review of ISO 14001 requirements
- Defining the audit scope, frequency, methodologies, responsibilities and requirements
- How to carry out documentation review, interviews and site inspections
- Preparation of audit reports
- Practical exercises (audit a selected department for in-house programme, visual audit for public programme)
- Written test



### **Who should attend**

Internal auditors from organisations implementing or certifiers to ISO 14001, with or without ISO 9000 or environmental, health and safety auditing experience. This course assumes participants have at least a basic understanding of ISO 14001.

### **Course fee**

S\$790 per participant  
In-house training package is available  
Please contact us at Tel: 8429895  
or email: [os@strategicinnovation.com.sg](mailto:os@strategicinnovation.com.sg)

### **ISO 14001:1996 Identifying Environmental Aspects (1 day)**

#### **Objectives**

Determining significant environmental aspects is a core requirement of an ISO 14001 environmental management system. Through lectures and practical exercises, this course addresses the most challenging element of ISO 14001 by providing valuable and much needed guidance on how to"

- Identify environmental aspects associated with an organisation's activities, products or services
- Identify the corresponding environmental impacts in terms of pollution and resource depletion
- Differentiate between significant and insignificant environmental aspects and impacts

#### **Key topics**

- What are environmental aspects and impacts?
- ISO 14001 requirements on environmental aspects and impacts
- Methods of systematically identifying environmental aspects and criteria for evaluating impacts
- Documenting the environmental aspects procedure(s)
- Linking significant environmental aspects to other ISO 14001 elements
- Practical exercises

**Who should attend**

Personnel involved in developing, documenting, implementing and maintaining an ISO 14001 environmental management system.

**Course fee**

S\$490 per participant

In-house training package is available

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