

DESCRIPTION OF BS EN ISO 14001 & EMAS

The key requirements of BS EN ISO 14001 : 2004, hereafter referred to as ISO14001, are set out under six main headings in Section 4 of the Standard.

The description below also shows how an environmental management system can be linked to an existing ISO9001 quality management system.

4.1 Environmental management system

There must be a documented environmental management system (EMS). The system must be designed to ensure that the environmental policy and legal compliance is achieved, and must conform to any pertinent code of practice. The scope of the EMS must be defined.

4.2 Environmental policy

There must be an environmental policy which is consistent with any group or sector policy, is relevant to the organisation's activities, commits to prevent pollution and observe relevant legislation, has a commitment to continual improvement, sets targets and states how it is made available to all employees and others working on behalf of the organisation and publicly.

4.3 Planning

4.3.1 Environmental aspects

Environmental aspects shall be identified both for normal operating conditions, for reasonably foreseeable deviations and for emergencies. From these a register must be compiled.

4.3.2 Legal and other requirements

There must be a register of relevant legislative, regulatory and other environmental requirements.

4.3.3 Objectives and targets and programmes

Environmental improvement objectives and targets must be set, consistent with the policy.

Programmes must be set for the achievement of the objectives and targets, including responsibilities, procedures, monitoring and changes.

- ISO9001 now also requires quality improvement objectives and targets

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

Responsibilities must be defined. Adequate human resources with appropriate skills must be provided. There must be a management representative with the authority to ensure the EMS is implemented and reported upon to management.

- Similar to ISO9001 Clause 5.5 “Responsibility, authority and communication”

4.4.2 Competence, training and awareness

All employees must be competent to carry out their environmental responsibilities, be aware of environmental objectives and have appropriate job training in relevant environmental procedures and the potential consequences of departing from the procedures.

These requirements also apply to anyone working on behalf of the organisation, e.g. contractors.

- Can cross refer to ISO9001 Clause 6.2.2 “Competence, training and awareness”

4.4.3 Communication

There must be a system for receiving and responding to communications regarding environmental aspects, from both external and internal sources. A decision must be taken whether or not to make the environmental aspects public.

4.4.4 Documentation

There must be a documented description of the environmental management system, bringing together the policy, objectives and targets, and responsibilities. It must point to all the associated documentation, e.g. the registers, operating procedures (including emergency plans).

4.4.5 Control of Documents

There must be a system for document control.

- Document control can make use of the quality document control procedure, ISO9001 Clause 4.2.3 “Control of documents”.

4.4.6 Operational control

Documented procedures and work instructions must be prepared where they are needed to ensure compliance with the requirements of the EMS.



These should also relate to goods and services with significant environmental aspects, and be communicated to suppliers and contractors.

- Making enquiries about the environmental status of supplies and subcontractors can be added to vetting of suppliers and subcontractors, under ISO9001 Clause 7.4 “Purchasing”.

4.4.7 Emergency preparedness and response

Reasonably foreseeable and emergency situations must be identified and appropriate procedures implemented. They must be reviewed, especially if they have been called into action, and periodically tested.

4.5 Checking and corrective action

4.5.1 Monitoring and measurement

There must be procedures for verifying compliance with any specified requirements, including measurements and calibration.

- If instruments have to be used for monitoring, these can be included in the calibration procedures, ISO9001 Clause 7.6 “Control of monitoring and *measuring* equipment”.

The Register of Legislation and Regulations must be updated periodically.

4.5.2 Evaluation of compliance

There must be specific procedures for testing that the organisation is complying with the legal requirements. This can be built into the internal auditing programme, but must be reported upon specifically.

4.5.3 Nonconformity, corrective and preventive action

There must be a system for handling noncompliances, with investigation and corrective actions.

- It may be possible to make use of the nonconformity and corrective action procedures, ISO9001 Clauses 8.3 “Control of nonconforming product” and 8.4 “Analysis of data.”

4.5.4 Environmental management records

Records must be kept and archiving requirements specified.

- Make use of quality records procedures, ISO9001 Clause 4.2.4 “Control of records”.

4.5.5 Internal audit

The EMS must be audited regularly to ensure the system is operating effectively. There must be an audit programme and a reporting and follow-up system.

- Make use of quality auditing procedure, ISO9001 Clause 8.2.2 “Internal audit”.

4.6 Management review

Management must periodically review the environmental policy, objectives and the EMS to ensure they are still effective and relevant to the company's needs in the light of changing circumstances.

- This requirement for management is mirrored in ISO9001 Clause 5.6 “Management review”.

EMAS (EC Eco-Management and Audit Scheme)

EMAS is a European environmental initiative.

The core of an EMAS System is an environmental management system. This requirement is satisfied by ISO14001.

To this has to be added:

- **The Environmental Review**

This corresponds to the environmental review which is needed to set the base line for an ISO14001 system. It may need to be more detailed, and will be verified for accuracy and comprehensiveness by an EMAS-registered Verifier.

- **The Environmental Statement**

This has to be prepared at the end of the project, reviewed annually and updated every three years, and has to be made public. It will describe the environmental impacts of the site, how they are managed, targets and timescales for improvements and up-to-date information on progress.

The Statement will also be verified.