

ENVIRONMENTAL MANUAL

ISO 14001



Organisation Name	
Approved by	Date

Notes:

- 1. This is only an example, each organisation should define their own content***
- 2. It is very important to be aware that the procedures included are only very brief indicators of the actual procedures and format that any organisation will wish to define.***
- 3. You should consider including the environmental policy***
- 4. The environmental manual should be signed as approved by a responsible person***
- 5. You can add any other aspect that is pertinent to your environmental management system.***

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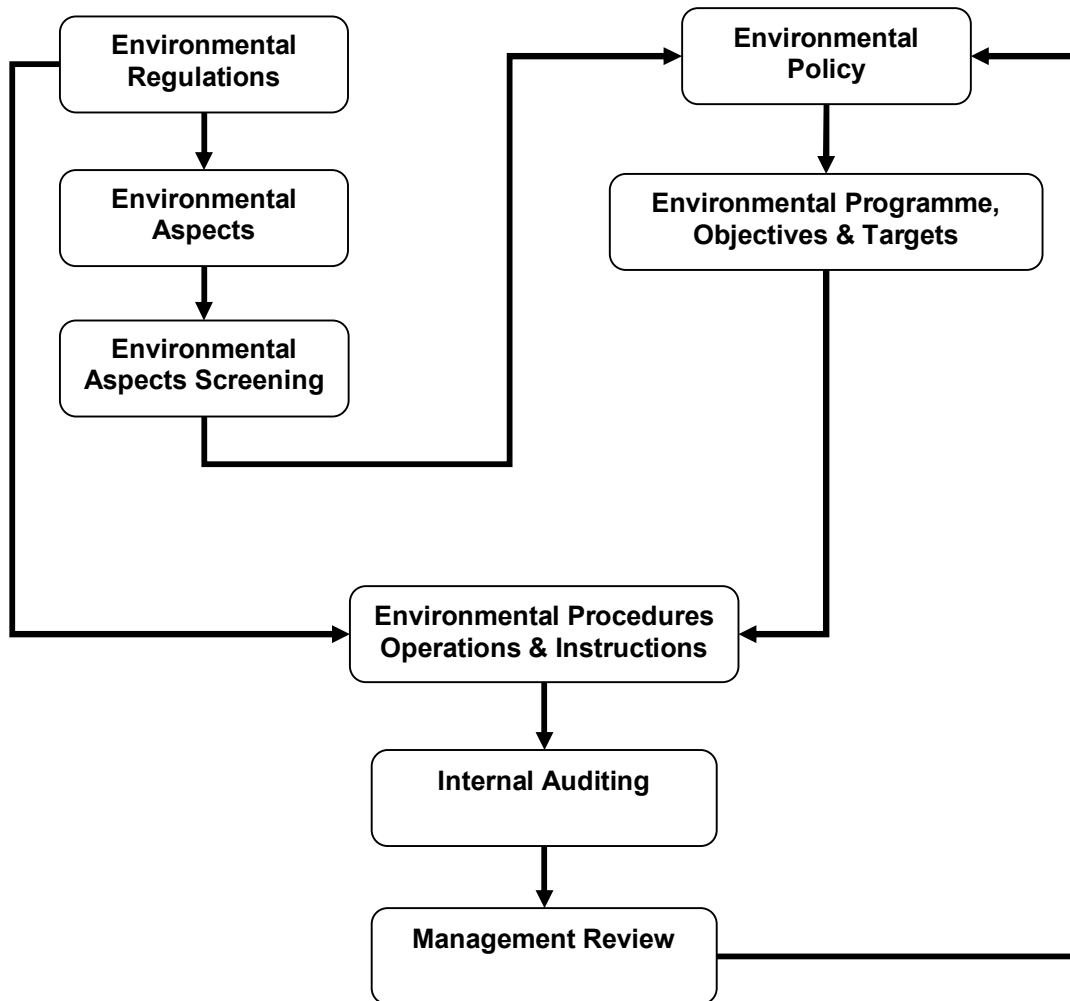
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1.	Scope	
	Steelwork Fabrication facilities Oxford Plant	<p><u>Guidance</u> The scope should read as the area of application of your environmental management system (ISO 14001).</p>

2. Sequence and Interaction of Processes



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N.B. These are example procedures providing a very basic example of what may be included in the actual procedures. This must be made to describe the way that the process is undertaken in your organisation.

3. Control of Documents - Procedure	Responsible
3.2 Documented procedures and the associated forms will be reviewed and approved prior to being issued.	Environmental Manager
3.3 The documents mentioned within section 3.2 will be reviewed, updated and re-approved at any subsequent revision at reasonable intervals to ensure that they continue to reflect current requirements.	Environmental Manager
3.4 The revision and / or date of each issue of a document will be identified to indicate at what point it was created or amended.	Author
3.5 To ensure that documents are issued in a controlled manner they shall either be accompanied by a transmittal note or covering letter indicating the documents included (and their revision status where appropriate).	All Personnel
3.7 It will be ensured that all documentation is of a known status either by a revision or date. In particular documents that are draft, preliminary, unapproved or superseded will be marked as such to avoid misuse.	Document Author / Holder

4. Control of Records – Procedure	Responsible
Note: This section is offered as a simpler alternative to the Environmental Records Control document to be used where there are relatively few records.	
4.1 The following will be kept as records that the Environmental Management System has been operated correctly fulfilled the requirements of its processes and customers: <ul style="list-style-type: none"> • Waste Transfer Notes (12 years) • All construction drawings (6 years) • Records of tests (20 Years) • Internal Audit Records (6 years) • Non-conformance Records (6 years) • Corrective Action Records (6 years) • Management Review Meeting minutes (6 years) • All other records required by the contract or customer (20 Years or later if required by customer) Note: the above number of years in brackets are the minimum archive period for these records)	Environmental Manager
4.2 The records identified in section 5.1 will be stored in the archive room once the contracts are completed. It will be ensured that the documents are maintained to ensure: <ul style="list-style-type: none"> • They remain legible and are protected from damage • That they are not disposed of prior to the end of their archive period. • That they are not destroyed without the permission of the Managing Director 	Archive Manager / All Staff

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5.	Internal Auditing - Procedure	Responsible
5.1	An internal audit schedule will be developed which covers all of the requirements of the Assessment Review Report (ISO 14001) at least annually. Note: The schedule will programme internal audits based on their relevant importance and past evidence of performance.	Environmental Manager
5.2	The internal audit schedule will be reviewed annually and renewed as necessary, ensuring that it is effectively reviewing the operation of the whole system.	Environmental Manager
5.3	A trained auditor will undertake the audits, in accordance with the internal audit schedule.	Environmental Manager
5.4	Internal audits will be undertaken and all discrepancies found will be documented on a Non-conformance Report form and processed in accordance with the Non-conformance process. Note: A copy of the Non-conformance Report forms may be left with the Auditee for progressing and wherever possible a proposed corrective action should be sought before the end of the audit.	Internal Auditor
5.5	An Audit Report Form will be completed and together with all non-conformance reports passed to the Environmental Manager	Internal Auditor
5.6	A copy of all Audit Reports will be maintained for information.	Environmental Manager

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6.	Control of Non-conformance – Procedure	Responsible
6.1	Whenever a problem is uncovered (including an environmental complaint and any other issue found during internal auditing) or a deviation for the established practice it will be recorded on a Non-conformance Form and passed to the Environmental Manager Note: If desired a proposed corrective action may be added to the form.	Environmental Manager
6.2	Remedial action to resolve the immediate problem will be taken, where necessary, to meet customer requirements and any product that is still non-conforming will be identified and it will be ensured that it cannot be released.	Responsible Person (in area of Non-conformance)
6.3	The non-conformance will be processed in accordance with the Corrective Action procedure.	Environmental Manager
6.4	All Non-conformance Reports will be responded to / actioned in a timely manner.	Environmental Manager
6.5	A Register of Non-conformances will be maintained that will identify their status indicating which are overdue. Those that are overdue will be progressed with the relevant person.	Environmental Manager

7.	Corrective Action - Procedure	Responsible
Note: As previously described within the non-conformance procedure all non-conformance requiring corrective action will be recorded on a Non-conformance Report form.		
7.1	Each Non-conformance Report form will be reviewed and an appropriate corrective action will be added to the form in close liaison with the relevant parties (Department Heads)	Environmental Manager
7.2	A copy of the agreed Corrective Action (within the non-conformance form) will be passed to those responsible for the corrective action.	Environmental Manager
7.3	The corrective action will be dealt with within the agreed time and the Environmental Manager informed of the action taken.	Actioned Person / Team
7.4	At a suitable time (not later than the next internal audit of that area) the corrective will be reviewed to ensure that it was effective.	Environmental Manager / Internal Auditor
7.5	When a corrective action is found to be ineffective then the corrective action will be re-examined and alternative action taken until the corrective action is successful.	Environmental Manager
7.6	When a corrective action is found to be effective the Corrective Action will be signed off and permanently filed.	Environmental Manager

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8. Preventive Action - Procedure	Responsible
Note: Preventive action is action that is taken to avoid the occurrence of a problem (as opposed to corrective action which an action is taken to prevent the reoccurrence of a problem).	
8.1 Opportunities to identify preventive action will occur in the following: <ul style="list-style-type: none"> • Management and Board Meeting • Staff Briefing and feedback sessions • At Management Review Meetings • Environmental Steering group Meetings 	Management Personnel / All Staff
8.2 Record of the preventive actions identified, acted upon and reviewed will be maintained during the Management Review Meetings.	Environmental Manager

Note: Include additional procedures or maintain separately whichever is the most appropriate solution for your organisation.

Other procedures that may be considered include:

- Disposal of Waste
- Waste Handling and recycling
- Control of Hazardous Substances
- Building Services Maintenance
- Packaging
- Storage and Housekeeping
- Purchasing
- Control of Subcontractors Environmental Aspects
- Company Car Use
- Design and New Products
- Etc.

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