

- **MONITORING AND REVIEW**

Environmental objectives and goals must be regularly monitored and that performance assessed against pre-determined standards. Monitoring can be against standards established in licences and permits issued under relevant legislation, against corporate objectives or against adopted industry standards or codes of practice. Additionally, the entire environmental management system of the organisation itself needs to be critically reviewed on a regular basis.

What is the process for ISO 14001 certification / accreditation?

Broadly speaking, the process consists of the following phases:

- **Corporate commitment**
- **Initial review – either a gap analysis or a full assessment**
- **Environmental policy**
- **Planning**
Aspects & impacts, regulatory requirements, objectives & targets, management program
- **Implementation and operation**
Structure & responsibility, training, documentation, emergency response
- **Checking and review**
Monitoring & review, corrective & preventative action, records, audits
- **Management review**
This leads into an iterative process

What's in it for you?

Apart from the obvious advantages of an enhanced corporate image and international recognition flowing from compliance with an international standard, there exists the possibility of:

- Reduced environmental risk – accidents, prosecution & liability
- Greater certainty of regulatory compliance
- Cleaner production
- Improved efficiency and productivity
- Reduced operating costs
- Marketing advantage

What needs to be done?

- Only those steps which fulfil the organisation's immediate and/or future requirements;
- There is no binding need to carry out all phases necessary to obtain full accreditation.



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ISO 14001 and You



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What is ISO 14001?

- ISO 14001 is an internationally accepted system based on universally recognised management principles to document and manage environmental performance and responsibilities;
- ISO 14001 is concerned only with environmental matters – occupational health and safety are specifically excluded, as is quality system management;
- ISO 14001 shares common management system principles with the ISO 9000 series of quality system Standards.

What are the elements of ISO 14001?

- **COMMITMENT**
It is essential that commitment is both high level and active. Such an approach assists in demonstrating the organisation's acceptance of **due diligence**.
- **CORPORATE ENVIRONMENTAL POLICY**
It is essential that the policy be both **measurable** and **objective** in order that the organisation can live up to the standards it sets in its environmental policy.
- **ENVIRONMENTAL MANAGEMENT STRUCTURE**
It is essential that this be **clearly defined** and that all employees are aware of it. The size and complexity of the organisation will determine the detail associated with this requirement. It is also essential that there is **appropriate delegation of authority**.

- **DOCUMENTATION, RECORDING AND REPORTING**

In order that the organisation can satisfy the legal requirements of **due diligence** criteria, the development of an adequate records system is essential. This will address legal requirements (Acts and Regulations), Codes of Practice, Industry Standards, communication, incident response, maintenance of required licences and permits, monitoring and review of performance, identification of exposures and action plans for improvement.

- **ENVIRONMENTAL OBJECTIVES, GOALS AND STRATEGIES**

These must be **documented** and **measurable**. Without them, an organisation cannot monitor its environmental performance and improvement. The development of environmental objectives, goals and strategies should have input from **all levels of the organisation**.

- **ENVIRONMENTAL ASPECTS, IMPACTS AND REGULATORY REQUIREMENTS**

Environmental aspects and impacts can be associated with past activities (including previous occupiers of the site), current activities, off-site activities by neighbours and future plans and off-site development. **A regular broad-based assessment** of environmental aspects and impacts is an essential component of an effective environmental management plan.

Such an assessment can be carried out either internally or externally. A properly conducted assessment will identify issues associated with such components as regulatory compliance, waste generation and disposal, records and documentation, training, performance review, establishment of standards, adequacy of resources and communication. **This list is not exhaustive!**

- **PERIODIC REVIEW OF OPERATING PROCEDURES**

Standard operating procedures for normal circumstances must be properly established so that all employees have access to them and understand them. They must also identify procedures to be carried out in the event that circumstances are **not normal**. The **environmental risks** associated with the operation must also be identified, as well as the relevant corrective action. **Due diligence** cannot be established if there is no SOP to manage an identified risk. It is also essential that there be an established and regular review of all operating procedures.

- **EDUCATION AND TRAINING**

It is not sufficient for education and training to concentrate on the **how** – in environmental issues, education and training must also emphasise the **why**. It is essential that all employees understand the **why** because they can then often identify potential cost savings for the organisation.

- **EMERGENCY RESPONSE PLANS AND PROCEDURES**

It is virtually impossible to demonstrate **due diligence** in the absence of appropriate emergency response plans. Such plans and procedures, to be effective, must also be regularly updated and widely disseminated throughout the organisation. There are various local standards and requirements for the development, exercising and review of emergency response plans that need to be followed in order that they maintain the required operational status.