



Organization of this manual is the same as the sectional organization of ISO 14001:2004. Close correspondence between the manual and the standard helps to demonstrate compliance of the system and ensures that all clauses and requirements are being addressed systematically.

Note that each section of the manual is an independent document with its own page numbering, approval and release signatures, and revision level.

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1.1 INTRODUCTION AND SCOPE

1.1.1 AAA Inc. developed and implemented the environmental management system (EMS) to:

- Improve its environmental management and, ultimately, to reduce the impact of its operations, activities, products, and services on the environment; and
- Assure itself of its conformance with its stated environmental policy.

The first bullet is paraphrased from the first paragraph in the Introduction to the ISO 14001 standard; and the second bullet is taken from Clause 1, Scope. Edit to reflect the actual reasons of your company for implementing the EMS.

1.1.2 The quality system complies with the international standard ISO 14001:2004.

List any other standards/requirements with which your EMS complies. For example, EPA regulations, industry guidelines and practices, international conventions, etc.

1.1.3 This EMS manual is divided into six sections modeled on the sectional organization of the ISO 14001 standard. Each section defines general policies and basic principles for the pertinent EMS processes and activities, summarizes responsibilities and methods, and references relevant EMS operational procedures and other documents.

1.1.4 The purpose of this manual is to define and describe the EMS, to define authorities and responsibilities of the management personnel involved in the operation of the system, and to provide a general description of all processes and activities comprising the EMS.

1.1.5 Another purpose of this manual is to present the EMS to customers, suppliers, regulators and other external interested parties, and to inform them what specific controls are implemented at AAA Inc. to assure responsible and effective environmental management.

1.1.6 **SCOPE:** The scope of the EMS comprises on-site operations including the design and manufacture of AAA Inc. products, site and plant operation and maintenance, and the supporting and administrative functions related to these activities and operations.

Edit to define the scope of the operations covered by the EMS. The scope should normally include all activities, products and services that the organization controls (and over which it can be expected to have influence). Although the scope of EMS cannot be arbitrarily limited to a single site (e.g., on-site activities only), this is typically the case because companies usually do not have sufficient control over activities of owned by others and performed in .

Excluded from the scope of the EMS are those operations not owned or controlled by AQA Inc., such as those operations of contractors and suppliers that are carried out

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outside of AAA Inc. site and facilities.

Normally, you cannot exclude contractors and suppliers that perform their services directly at your site or plant (unless you can clearly demonstrate that you have no control).





2.1 ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY

AAA Inc. maintains an Environmental Management System to improve its environmental management and, ultimately, to reduce the environmental impacts of its operations, activities, products, and services.

Within the framework of our Environmental Management System we commit to:

- Identify materials, processes, products and wastes that cause or may cause pollution, and will implement measures to avoid, reduce or control pollution where technically and economically viable;
- Comply with applicable environmental laws, regulations, codes of practice, and other environmental requirements to which the company subscribes. To achieve and maintain compliance, we will develop and maintain management systems for identifying relevant requirements and for monitoring performance of related activities; and
- Continually enhance and improve the Environmental Management System to ensure that it is appropriate and effective for helping us to achieve our environmental goals.

President: _____

This policy is too general, and it should not be considered as an example of a proper policy. It is included here only to illustrate how the policy could be presented in the manual. The actual policy should provide a framework for setting environmental objectives and targets, and thus be related to the actual environmental issues of the organization, i.e., significant environmental aspects.

The policy does not need to be signed (although it looks better when it is). If you don't want to sign, delete the signature line.

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PLANNING

Issued by: **EMS Representative**

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3.1 ENVIRONMENTAL ASPECTS

- 3.1.1 AAA Inc. identifies environmental aspects of its operations, activities, and services. Criteria and guidelines for identifying environmental aspects are provided in procedure *EOP-31-01 Environmental Aspects..*
- 3.1.2 A multidisciplinary team representing various departments and functions in the company identifies initial environmental aspects. The Environmental Representative coordinates this activity.
- 3.1.3 Environmental aspects are documented in the Environmental Aspect Log maintained by the Environmental Representative.
- 3.1.4 Environmental aspects are systematically evaluation for their significance, using a disciplined and documented method. Evaluation criteria and method, and the final selection of significant aspects, are documented.
- 3.1.5 A multidisciplinary team representing various departments and functions in the company evaluates significance of initial environmental aspects. On an ongoing basis, evaluation of significance is carried out by the Environmental Representative and at least one other person familiar with the evaluated aspect.
- 3.1.6 Significance of environmental aspects is evaluated using a systematic risk analysis methodology. Aspects are rated with regard to the severity of associated impacts, probability of occurrence, and other relevant factors. The results are entered on the Environmental Aspect Evaluation Chart. The combined significance rating is calculated using a special formula. The method is documented in procedure *EOP-31-02 Significant Environmental Aspects.*
- 3.1.7 Selected significant environmental aspects are reviewed and approved by the top management, and are recorded in Significant Environmental Aspect Master List.
- 3.1.8 On an ongoing basis, the top management and departmental managers identify changes in activities, products, and services that create new environmental aspects, or invalidate previously identified aspects. New environmental aspects may be also identified through the management review or by internal or external audits of the EMS. The changes are reported to the Environmental Representative, who reviews and documents the new aspects.

3.2 LEGAL AND OTHER ENVIRONMENTAL REQUIREMENTS

- 3.2.1 AAA Inc. identifies, and has access to legal, regulatory and other requirements to which the company subscribes. Methods and instructions for identifying those requirements are documented in procedure *EOP-32-01 Legal and Other*

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Requirements.

- 3.2.2 The process of identifying legal, regulatory and other requirements is developed in the following phases:
- Identification of current compliance programs, and preliminary research of activities and products that could potentially be subject to environmental regulations (using survey checklist in procedure ***EOP-32-01 Legal and Other Requirements***);
 - Management review to determine whether in-house expertise and resources are sufficient to identify all applicable requirements;
 - Initial identification and documentation of specific laws, regulations, and other requirements that apply to the facility;
 - Ongoing identification of new or modified activities that could potentially be subject to environmental regulations; and ongoing review of new environmental regulations and changes in regulatory and other requirements that may apply to the facility.
- 3.2.2 Legal, regulatory, and other requirements are documented in Regulatory Requirements Matrix (refer to procedure ***EOP-32-01 Legal and Other Requirements***).

3.3 OBJECTIVES, TARGETS AND PROGRAMS

- 3.3.1 AAA Inc. establishes environmental objectives and targets to fulfill the environmental policy and improve environmental performance in areas related to significant environmental aspects, legal and other requirements, and views of interested parties. Objectives are always maintained in areas pertaining to prevention of pollution.
- 3.3.2 A multidisciplinary team representing various departments and functions in the company recommends the selection of initial environmental objectives and targets. Criteria and guidelines for selecting environmental objectives are provided in procedure ***EOP-33-01 Environmental Objectives and Targets***.
- 3.3.3 On an ongoing basis, the Environmental Representative identifies the need for new objectives and targets and recommends new objectives to the top management.
- 3.3.4 Management programs are established and maintained for achieving environmental objectives and targets. The programs define the responsibilities, methods, means, and timeframe for achieving the objectives. Procedure ***EOP-33-02 Environmental Management Programs*** instructs on how to establish and implement the Environmental Management Programs
- 3.3.5 The Environmental Representative initiates management programs and coordinates and supervises their implementation.
- 3.3.6 Management and other functions assigned with overall responsibility for specific objectives are responsible for defining and implementing relevant management programs, and for reporting on their status and progress.
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- 3.3.7 Environmental objectives and targets and the corresponding Environmental Management Programs are documented in, and are monitored through OTMP (Objective and Target Management Program) specification sheets (form *EF-33-01-1 Objective & Target Management Program*).
- 3.3.8 Objectives, targets, management programs and other elements of the EMS are updated to ensure that they apply to new developments and to new or modified activities, products, and services.