

# Implementation of ISO 14001 Course



## Introduction

Every business needs to manage its environmental impact. Not only is this a legal requirement to meet a host of environmental legislation and Section 24 (b) of the Constitution, but it makes sound business sense to manage the environmental risk. A systematic approach based on ISO 14001, a world recognised standard, will assist your business in achieving success in this area. It is not essential for a company following ISO 14001 to seek certification and this may become a goal once a sound EMS (environmental management system) has been established. An EMS is not the sole preserve of the corporate world and SMMEs should be looking in this direction to improve their social responsibility and legal compliance.

## Course Aim

This full 3 day course is aimed at persons who have had no or little previous experience in EMS and who wish to understand the intent and content of ISO 14001, as well as those with EMS experience who wish to refresh their thinking with a view to continual improvement of existing EMS.

*This course will provide the delegate with information on:*

- Background to the development of international standards
- Insight into the need for managing environmental aspects and impacts as part of the business
- Understanding the benefits of implementing EMS
- Requirements of the ISO 14001 standard
- Implementing a EMS if one is not yet in place
- Maintain and improve an existing EMS
- Improve own knowledge of environmental management
- Integrate ISO 14001 existing with internal systems & procedures

More and more businesses are recognising the value of having a strong EMS and are frequently required to provide proof of such a system when tendering for work. Integration of management systems saves time, money, promotes understanding and streamlines business processes and thus efficiency. ISO 14001 is one of the Safety, Health, Environmental & Quality (SHEQ) pillars needed for this integration.

The aim of the EMS course is to equip the delegate with knowledge and skill to understand EMS based functions effectively and with confidence.

## Course Outcomes

At the end of this course, with the use of the ISO 14001 standard and class work, the delegate will be able to:

- Understand ISO 14001 standard terminology and requirements
- Define a EMS and the requirements for implementation
- Discuss an EMS Policy Statement
- Identify the importance EMS Planning, implementation and operation
- Discuss Measurement and Evaluation of an EMS
- Identify the purpose of a EMS audit program
- Explain EMS Management Review & continual improvement

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## Course Units

### Day 1

- Setting the scene for EMS
- Terminology EMS
- ISO 14001:2005– Environmental management systems – Specification
  - Clauses 1-3
  - 4.1 General requirements
  - 4.2 EMS policy
  - 4.3.1 Environmental aspects
  - 4.3.2 Legal and other requirements
  - 4.3.3 Objectives, targets and programme

### Day 2

- ISO 14001:2005- Environmental management systems – Specification
  - 4.4.1 Resources, roles, responsibility and authority
  - 4.4.2 Competence, training and awareness
  - 4.4.3 Communication
  - 4.4.4 Documentation
  - 4.4.5 Control of documents
  - 4.4.6 Operational control
  - 4.4.7 Emergency preparedness and response

### Day 3

- Theoretical assessment
- ISO 14001:2005– Environmental management systems – Specification
  - 4.5.1 Monitoring and measurement
  - 4.5.2 Evaluation of compliance,
  - 4.5.3 Non-conformity, corrective and preventive action
  - 4.5.4 Control of records
  - 4.5.4 Internal Audit
  - 4.6 Management review

### Post course activity

Nil required for this course

### Assessment

Delegates will be assessed during the contact sessions and a 1 hour written theoretical assessment. Delegates who meet the assessment criteria will receive a certificate of attendance. This will enable delegates to register for an EMS internal auditor's course in the future.

### Notes:

1. Each day starts promptly 08h30 and ends 16h30. Three full days are required to complete the course material.
2. Refreshments and lunch will be provided for Public courses. Refreshments and lunch for on site training will be arranged according to individual Company Policy.

*Complete the attached course booking confirmation and return via fax to: 0865882741*

