ISO 9001-14001-OHSAS 18001 Small Business Package Contents

- Documentation A complete IMS Manual, including:
 - 50 Procedures in MS Word which are integrated to save duplication between the standards
 - Over 75 Forms covering the required records of all three standards
- Guidance
 - Step by Step Workbook and PowerPoint Presentations on how to create an integrated IMS Solution
 - o ISO 9001 Implementation Training
 - o Gap Checklists for Quality, Environment and Health & Safety
 - Initial Environmental Review
- Power Points on all three management systems with quizzes and student guides Plus Integrating PPT
 - o Understanding ISO 9001
 - o Understanding ISO 14001
 - o Understanding OHSAS 18001
 - o Integrating ISO 9001-ISO 14001-OHSAS 18001*
- ISO 9001 and ISO 14001 Employee Training*
 - Web based training with audio, quizzes and Certificate of Completion
- Internal Audit Checklists
 - ISO 9001 QMS
 - ISO 14001 EMS
 - OHSAS 18001 OHSMS*

ISO 9001:2008

QUALITY MANAGEMENT SYSTEM

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

OHSAS 18001:2007

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

QMS-EMS-OHS-001 MANUAL

Type Your Company Name

Street Address

City, State Zip

Here

This manual is to be used as a template in developing your Manual for the integrated ISO 9001 Quality, ISO 14001 Environmental and OHSAS 18001 Occupational health and safety management system.

Review the text:

- Replace the text to match your Quality, Environmental and OH&S system requirements.
- Insert any other available information that would further enhance the company introduction, (preferably electronically).

At a minimum, the blue text should be replaced with your information. "Your Company" indicates that you should use your company name in that spot.

• Use replace function – enter "Your Company" in find space, enter your company name in replace space – system should make changes throughout the entire document.

In the header, replace the ISO store name with your Company name and logo.

In the footer of the manual, the inclusion of the Blue-Globe, the Green-Recycle and the Yellow-Triangle Icons indicates that the document is relevant to the ISO 9001, the ISO 14001 and the OHSAS 18001 standards.







In the footer for the procedures, instructions, forms and attachments required for the integrated Quality, Environmental and OH&S management system, a single Blue Icon indicates a document that is specific to ISO 9001, a single Green Icon indicates a document that is specific to ISO 14001 and a single Yellow Icon indicates a document that is specific to OHSAS 18001.

Introduction

Your Company developed and implemented an integrated Quality, Environmental and Occupational Health and Safety Management System in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, stakeholders and improve the overall management of the company.

Quality Manual

The Quality Management System of *Your Company* meets the requirements of international standard ISO 9001:2008. This system addresses the design, development, production, installation, and servicing of the company's products.

The quality manual is divided into eight sections that correlate to the Quality Management System sections of ISO 9001:2008. Each section begins with a policy statement expressing *Your Company's* obligation to implement the basic requirements of the referenced Quality Management System section. Each policy statement is followed by specific information pertaining to the procedures that describe the methods used to implement the necessary requirements.

This manual describes the Quality Management System, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides procedures or references for all activities comprising the Quality Management System to ensure compliance to the necessary requirements of the standard.

This manual is used internally to guide the company's employees through the various requirements of the ISO standard that must be met and maintained in order to ensure customer satisfaction, continuous improvement and provide the necessary instructions that create an empowered work force.

This manual is used externally to introduce our Quality Management System to our customers and other external organizations or individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the Quality Management System is maintained and focused on customer satisfaction and continual improvement.

Environmental Manual

The Environmental Management System of *Your Company* meets the requirements of the international standard ISO 14001:2004 and addresses the environmental issues associated with *Your Company's* activities, operations, services and products.

Additional environmental manual information is provided in a separate section that follows the Quality section of the manual.

Occupational Health and Safety Manual

The OH&S Management System of *Your Company* meets the requirements of the international standard OHSAS 18001:2007 and addresses the health and safety issues associated with *Your Company's* activities, operations, services and products.

Additional OH&S system and manual information is provided in a separate section that follows the Environmental section of the manual.

President:	Date:







4.2 Documentation Requirements

4.2.1 General

The QMS documentation includes:

- § A documented Quality Policy and Quality Objectives
- § This integrated Quality, Environmental and OH&S Manual
- § Documented Procedures
- § Documents identified as needed for the effective planning, operation and control of our processes, and
- § Quality Records

The EMS documentation includes:

- § A documented Environmental Policy and Objectives
- § This integrated Quality, Environmental and OH&S Manual
- § Documented Procedures
- § Documents identified as needed for the effective planning, operation and control of our processes, and
- § Environmental Records

The OH&S documentation includes:

- § A documented OH&S Policy and Objectives
- § This integrated Quality, Environmental and OH&S Manual
- § Documented Procedures
- § Documents identified as needed for the effective planning, operation and control of our processes, and
- § OH&S Records

4.2.2 Quality, Environmental and OH&S manual

This Manual has been prepared to describe *Your Company's* integrated Quality, Environmental and OH&S management system. Each section of the manual references documented procedures and instructions relating to the requirements outlined in that section.

4.2.3 Control of documents

All of the QMS, EMS and OH&S documents are controlled according to the procedure, **QEH-AP-423** for document control.

The procedure defines the process for:

- § Approving documents for adequacy prior to issue
- § Reviewing and updating as necessary and re-approving documents
- § Ensuring that changes and current revision status of documents are identified







8.5 Improvement

8.5.1 Continual improvement

Your Company continually improves the effectiveness of the integrated quality, environmental and OH&S management system through the use of the quality, environmental and OH&S policies, relevant objectives, audit results, analysis of data, corrective and preventive actions and management review.

8.5.2 Corrective action

Your Company takes action to eliminate the cause of nonconformities in order to prevent recurrence. Corrective actions are appropriate to the effects of the nonconformities encountered. A documented procedure **QEH-QP-852** defines requirements for

- § Reviewing nonconformities (including customer complaints),
- § Determining the causes of nonconformities,
- § Evaluating the need for action to ensure that nonconformities do not recur,
- § Determining and implementing action needed,
- § Records of the results of action taken, and
- § Reviewing corrective action taken.

8.5.3 Preventive action

Your Company determines action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventive actions are appropriate to the effects of the potential problems. A documented procedure **QEH-QP-853** defines requirements for:

- § Determining potential nonconformities and their causes
- § Evaluating the need for action to prevent occurrence of nonconformities
- § Determining and implementing action needed
- § Records of results of action taken
- § Reviewing preventive action taken

QMS Section 8 - Related Documents

QEH-AP-500, Management Responsibility

9SP-720, Customer Related Processes

9AP-821, Monitoring, Measuring and Analysis of Customer Satisfaction

QEH-QP-822, Internal Audits

9MP-824, Monitoring and Measuring of Product and Realization Processes

QEH-WI-824-001, Incoming inspection

9QP-830, Control of Nonconforming Product

QEH-QP-852, Corrective Action

QEH-QP-853, Preventive Action







This section of the Integrated Quality, Environmental and Occupational Health and Safety Manual Covers the ISO 14001:2004 Environmental Management System

This section incorporates the requirements that are specific to ISO 14001:2004 and the common requirements of OHSAS 18001:2007 that are integrated in the ISO 14001:2004 EMS.





Section 4.3 Planning

4.3.1 Identification of Environmental Aspects

Your Company establishes, implements, documents and maintains a system to identify environmental aspects and related impacts that the company can control or have influence over, and determine those which are significant to the company. A consistent risk analysis process is used to determine the significance of the impacts.

The EMS procedure **14AP-431** is used to assist the company identify how its activities, products, and services affects the environment by identifying the aspects, setting the priorities for them, using the EMS to manage, control, improve upon the impacts and continually improve the system.

4.3.2 Legal and Other Requirements

Your Company establishes, implements, documents and maintains a system to explain how the information regarding its legal and other requirements is obtained, and how it makes that information known to relevant functions within the company and incorporated into the integrated EMS and OH&S system.

The EMS-OHS procedure **EHAP-432** is used to identify the legal and other requirements, and to determine if these requirements have significant environmental and health and safety impacts.

It follows that high significance impacts and high risk items identified (with the above 4.3.1 and 4.3.2) become candidates for environmental and OH&S programs (4.3.3 below) and OH&S and environmental programs are candidates for operational controls (4.4.6 below).

4.3.3 Objectives, Targets, and Programs

Your Company establishes, implements, documents and maintains a system to ensure that the objectives and targets are incorporated into the integrated EMS and OH&S system. The objectives and targets are consistent with the management system policies, which includes the commitments to compliance with legal and other requirements, continual improvement, prevention of pollution, and prevention of injuries and ill health.

The EMS-OHS procedure **EHAP-433** is used to describe the process of setting the objectives and targets to achieve the commitments in *Your Company* Environmental and OH&S policies. In addition, consideration is given to significant environmental aspects, OH&S risks, legal and other requirements, views of interested parties, technological, financial, and business issues when deciding what is to be accomplished as an objective. The objectives and targets exist at relevant functions and levels of the company, and where practical are measurable.

The EMS procedure **14MP-434** describes the development of the environmental programs required to achieve the objectives and targets, and provides for the process of developing action plans for those identified environmental programs.

Environmental programs that result focus on the three basic pollution prevention needs associated with:

"The Water we drink, the Air we breathe, and the Earth we inhabit"







This section of the Integrated Environmental and OH&S Manual Covers the OHSAS 18001:2007 Occupational Health and Safety Management System

This section incorporates the requirements that are specific to the OHSAS 18001:2007 OH&S standard.





Section 4.3 Planning

4.3.1 Hazard Identification, Risk Assessment and Determining Controls

Your Company establishes, implements, documents and maintains a system to identify health and safety hazards, assess risks associated with them and determine the necessary controls. A consistent risk analysis process is used to identify hazards, assess risks, determine controls, implement controls, monitor & review and manage changes.

As introduced in this OH&S section 4.3.1, the OHS procedure **18AP-431** is used to assist the company identify how its activities, products, and services affect health and safety by identifying the hazards, setting the priorities for them, using the OH&S system to manage, control, improve upon the performance and continually improve the system. It follows that high priority hazards identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

4.3.2 Legal and Other Requirements

Your Company establishes, implements, documents and maintains a system for identifying and accessing the legal and other requirements that are applicable and to explain how the information regarding its legal and other requirements is obtained.

As introduced in the EMS section 4.3.2, the EMS-OHS procedure **EHAP-432** is used to identify the legal and other non legal requirements to which the company subscribes, and describes how the information is made known to relevant functions within the company and incorporated into the integrated EMS and OH&S management system.

4.3.3 Objectives and Programs

Your Company establishes, implements, documents and maintains a system to ensure that the objectives and targets are incorporated into the integrated EMS and OH&S system. The objectives and targets are consistent with the management system policies, which includes the commitments to compliance with legal and other requirements, continual improvement, and prevention of pollution, and prevention of injuries and ill health.

As introduced in the EMS section 4.3.3, the EMS-OHS procedure **EHAP-433** is used to describe the process of setting the objectives and targets to achieve *Your Company's* environmental and health and safety commitments and objectives.

As introduced in this section of the OH&S manual, the OHS procedure **18MP-434** provides for the development of the OH&S programs required to achieve the objectives and targets, and provides for the process of developing action plans for those identified OH&S programs.

Programs that result focus on the fundamental health and safety needs to control OH&S risks and improve OH&S performance. The implementation of OH&S programs is effected with the use of typical action plans and instructions where the responsible personnel, benchmarks, milestones and dates, and measurements of success are identified for:

- 18WI-434-010 prevention of injury,
- 18WI-434-020 prevention of ill health and







The 3-in-1 Implementation Workbook **** Integrating **ISO 9001** ISO 14001 **OHSAS 18001 Management Systems**

The Three-in-One Implementation Workbook – Integrating the ISO 9001, ISO 14001 and OHSAS 18001 management systems

Contents

Workbook cover page

Workbook contents page

Section 1

The Preparation Phase

Section 2

The Development Phase

Section 3

The Implementation and Registration Phase

Notes:

This 3-in-1 implementation workbook is suitable for use with the **ISO 9001:2008** Quality, the **ISO 14001:2004** Environmental and the **OHSAS 18001:2007** Occupational Health and Safety standards for management systems.

The workbook is best utilized with implementation training tools as provided in a series of ppt presentations covering the three sections.

Visit http://www.the9000store.com for the presentation package that matches the workbook sections.

The Three-in-One Implementation Workbook – Integrating the ISO 9001, ISO 14001 and OHSAS 18001 management systems

Comments and Instructions:

Congratulations on the management decision to implement the integrated ISO 9001:2008 quality, ISO 14001:2004 environmental and OHSAS 18001:2007 occupational health and safety management systems. This commitment and your participation say a lot about you and show that you are interested in learning, in growing, and in improving your business.

This ISO 9001, ISO 14001 and OHSAS 18001 implementation workbook becomes a project management tool and is intended to make your project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to multiple certifications.

An important first activity or prerequisite as the integrated Quality, Environmental and Health and Safety program is launched, is for the QMS-EMS-OHS Management Representative to become as familiar as possible with the workbook format and content.

The Workbook:

The workbook is presented in three sections where the Tasks and Exercises are introduced, initiated and completed. You will find that your workbook can be used and marked up to develop and detail the information required for each task and exercise.

The Workbook Forms:

However, since more than one person will be involved in the project, the workbook forms that represent tasks and exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The workbook is best utilized with the implementation training tools as provided in a series of ppt presentations that match the workbook sections.

The presentations become very effective tools that the Management Representative, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.

Building the Integrated

ISO 9001

ISO 14001

OHSAS 18001

Management System

Section 1

The Preparation Phase

Section 1 The Preparation Phase

Responsibility: Management

QMS- EMS-OHS Steering Team QMS-EMS-OHS Support Team

(Quality/Environmental/OH&S Team)

Top management must identify the QMS-EMS-OHS steering team for the integration of the quality, environmental and health and safety project.

It should be made up of managers from the different areas of the organization. The purpose of this team will be to allocate resources and assign responsibilities for the project tasks as well as providing leadership for the program. Members of the top management should be included on the team.

In support of the QMS-EMS-OHS steering team, the QMS-EMS-OHS Support Team is selected to function as a combined Quality/Environmental/Health & Safety Team Once the QMS-EMS-OHS steering team and the QMS-EMS-OHS support team are in place, the teams can work together to complete the assigned tasks for the workbook section 1. This section helps you prepare for the project and put together the project plan and timeline.

Task 1:	Management	Describe your company
---------	------------	-----------------------

Task 2: Management Choose the Management Systems

Task 3: Management Obtain the latest Standards

Task 4: Management a. Select the Management Representative

b. Select the QMS-EMS-OHS Steering

Team

Task 5: Steering Team Prepare an Organizational Chart

Task 6: Steering Team Establish the QMS-EMS-OHS Support

Team

Task 7: Steering Team Conduct First Team Meeting

Task 8: Support Team a. Formulate the Quality Policy & Objectives

b. Formulate the Environmental Policy

c. Formulate the OH&S Policy

Task 12.d Perform the Initial OH&S Review - Plant Workplace

The current position with regard to health and safety as related to the plantmanufacturing workplace is established by means of an initial review and recorded from the review areas / questions tabled below.

Refer to the flow diagrams (ref Task 11) showing your plant operations to assist with the location and identification of areas that need attention.

The examples outlined below do not list all the possible items for assessing manufacturing facilities. A better checklist is one that covers your specific needs.

Reviewed by:		Date:	
	Comments / Observations	OK = Under Control	X = Needs Attention
TRAINING			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and accidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
ENVIRONMENT			
Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			
Do workers know the symptoms of heat cramps, heatstroke?			
WORK PROCESS			
Are repetitive motion tasks properly paced and kept to a minimum?			

Building the Integrated

ISO 9001

ISO 14001

OHSAS 18001

Management System

Section 2

The Development Phase

Section 2 The Development Phase

Responsibility: Management

QMS-EMS-OHS Steering Team QMS-EMS-OHS Support Team

For the preparation phase in Section 1, management identified the QMS-EMS-OHS steering team. For the development phase this Section 2, the Steering Team and the Support Team work together to complete the assigned tasks for workbook section 2.

This section helps you prepare for the project and continue to put together the project plan and timeline.

Task 14: Steering Team	a. Provide ISO 9001 training -
	Exercises A thru F

- b. Provide ISO 14001 training -Exercises A thru E
- c. Provide OHSAS 18001 training Exercises A thru E
- **Task 15:** Steering Team a. Manage the EMS aspects and impacts
 - b. Manage the OH&S risks Office
 - c. Manage the OH&S risks Plant
- **Task 16:** Steering Team a. Identify applicable QMS regulations
 - Identify the EMS legal and other requirements
 - c. Identify the OH&S legal and other requirements
- **Task 17:** Steering Team a. Maintain a register of regulations Quality
 - b. Maintain a register of legal and other requirements Environmental
 - c. Maintain a register of legal and other requirements Health and Safety

Task 14.a Plan the training and review Clauses 4 thru 8 of ISO 9001:2008

You will have to become familiar with the requirements of ISO 9001. This means that you will have to read and perhaps re-read the different sections of the publication and get some training to help you understand the requirements.

Training Options are available, where for example and under the direction of the Management Representative:

- 1. Use this QMS-EMS-OHS workbook and have your personnel identified as members of the Steering Team and the Support Team go through the Exercises B through F at Task 14.a on their own and bring questions and concerns to the weekly Team meetings.
- 2. Use the workbook over several workshop sessions and have your personnel identified as members of the Steering Team and the Support Team go through the Task 14.a exercises as a group and have questions and concerns addressed.
- 3. The above 2 options are more suited for small and medium size companies. In larger companies, the Management Representative schedules the training over a longer period of time where one exercise at a time is completed. Training can be spread over a period of 4 to 6 weeks where one topic / requirement of ISO 9001 is examined at a time.

Risk Analysis Guide

Identification of Environmental Aspects,

Assessment of Impacts

And Determination of Controls

For Clause 4.3.1 of ISO 14001

Aspect Identification, Assessment of Impacts and Determination of Controls – EMS Worksheet Option 2

^{***} Where both Severity and Likelihood are high, the risk is significant and the Process Item requires corrective action.

ACTION	8	***	If YES, Issue the Corrective Action Request	CAR#				
ACTION	7		Is the Process Step at risk? Yes / No					
ACTION	9		What controls exist to address the impact?	Justifications				
ACTION	5		Does a next step in process eliminate the impact?	Justific				
7			ent of t od ance	3				
ACTION	4	***	Assessment of Impact 1 = Severity 2 = Likelihood 3 = Significance	7				
7			Ass 1 = S ₆ 2 = Li 3 = Si	1				
ACTION	3		Description of Aspect and its associated Impact	Effect				
ACTION	2	**	What is present or could be introduced as an aspect?	Cause				
ACTION	1	*	Item Needing Attention					

Explanatory Notes for the Actions required at each Column are provided in the pages that follow.

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 $^{^{*}}$ Refer to <u>Task 12.b</u> initial review checklist for Items that NEED ATTENTION.

^{**} Refer to attachment at <u>Action 2</u> for examples of potential (physical, chemical, biological, psychosocial) hazards.

Implement ISO 9001 - Input-Output worksheet for identification & planning of QMS processes Task 26.a

PROCESS INPUTS - ISO 9001:2008 Quality Management Systems Requirements	PROCESS OUTPUTS – Identification of key processes & sub-processes	DOCUMENTATION for Processes	RESPONSIBILITY for Processes	REMARKS
4.0 QUALITY MANAGEMENT SYSTEM 4.1 General requirements 4.2 Documentation requirements 4.2.1 General	From Exercise B [[[Consider the QMS-EMS-OHS Documentation Package from www.the9000store.com		
4.2.2 Quality manual	Manual	QMS-EMS-OHS-001		
4.2.3 Control of documents	Document control	QEH-AP-423		
4.2.4 Control of records	Control of records	QEH-AP-424		
5.0 MANAGEMENT RESPONSIBILITY	From Exercise C			
5.1 Management commitment	l Management responsibility r	QEH-AP-500		
	l Quality policy I	9AP-530		
5.4.1Quality objectives 5.4.2 Quality management system planning	~			
5.5 Responsibility, authority & communication 5.5.1 Responsibility and authority 5.5.2 Management representative				
5.6 Management Review 5.6.1 General	l Management review [QEH-AP-560		
5.6.2 Review input 5.6.3 Review output	I			

Integrated Management System (IMS)



TABLE OF CONTENTS

Review the requirements of:

- **ISO 9001**
- ISO 14001
- OHSAS 18001

implementation of an integrated Quality, Environmental To provide a process-based approach to planning and and Health & Safety management system Demonstrate the use of proven quality tools to enhance the integration process

COURSE OUTLINE

- 1. Rationale for Integration
- 2. Brief Comparison of the Standards
- 3. Understanding the Requirements and their Relationships
- 4. The Process Approach Strategies for Integration
- 5. Tools Used for Integration

RATIONALE FOR INTEGRATION

Control of Variation in Processes Resulting in: Object of Each Standard is Reduction and

- Product Non-Conformity and Waste
- Injuries, Deaths and Property Damage
- Environmental Impact and/or contamination

Improvement and Control are the Same System approaches to Management,

INTEGRATION: REQUIREMENTS IN COMMON

of continual improvement. The ISO 9001, ISO 14001 and OHSAS 18001 standards are The three management systems share many common requirements including the goal compatible in content, terminology & many of the requirements as tabled below:

Manual 5.3 4.4.4 4.5.4 Document control 4.2.3 4.4.5 4.5.4 Control of records 4.2.4 4.5.4 4.5.4 Responsibility and authority 5.5.1 4.4.1 4.4.1 Management review 5.6 4.6 4.4.1 Management review 6.2.2 4.4.1 4.4.6 Infrastructure 6.3 4.4.1 4.4.1 Work environment 6.3 4.4.1 4.4.1 Design and development 7.3 4.4.6 4.4.6 Purchasing and outsourcing 7.4 4.4.6 4.4.6 Control of measuring equipment 7.6 4.5.5 4.5.5 Internal audit 8.2.2 4.5.5 4.5.5 Operational controls – depend on nature business 7.5 4.5.3 4.4.6 Special process validation 7.5.3 4.4.6 4.4.6 Incoming inspection 7.5.3 4.4.6 4.4.6 Action 7.5.3 4.4.6 4.4.6 Action <t< th=""><th>Common Requirement</th><th>ISO 9001 clause</th><th>ISO 14001 clause</th><th>OHSAS 18001 clause</th></t<>	Common Requirement	ISO 9001 clause	ISO 14001 clause	OHSAS 18001 clause
4.2.3 4.4.5 uthority 5.5.1 4.4.5 v 5.6 4.6 sy and awareness 6.2.2 4.4.1 ment 6.3 4.4.1 sourcing 7.3 4.4.6 g equipment 7.6 4.5.1 g equipment 7.6 4.5.1 8.2.2 4.5.3 8.5.2 4.5.3 edepend on nature business 4.4.6 dattion 7.5.3 4.4.6 8.5.4 4.4.6	Manual	5.3	4 4 4	4.4.4
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sy and awareness 6.2.2 4.4.2 6.3 4.4.1 6.4 4.4.1 ment 7.3 4.4.6 sourcing 7.4 4.4.6 g equipment 7.6 4.5.1 g equipment 7.6 4.5.1 8.5.2 4.5.3 8.5.2 4.5.3 4.4.6 4.4.6 dation 7.5.3 4.4.6 8.5.3 4.4.6 4.4.6	Management review	5.6	4.6	4.6
6.3 4.4.1 ment 6.4 4.4.1 sourcing 7.3 4.4.6 g equipment 7.6 4.4.6 g equipment 7.6 4.5.1 R S.2.2 4.5.5 4.5.3 B S.2.2 4.5.3 4.4.6 depend on nature business 4.4.6 dation 7.5.3 4.4.6 R S.5.4 4.4.6		6.2.2	4.4.2	4.4.2
ment 6.4 4.4.1 sourcing 7.3 4.4.6 sourcing 7.4 4.4.6 g equipment 7.6 4.5.1 g equipment 8.2.2 4.5.3 8.5.2 4.5.3 edepend on nature business 4.4.6 dation 7.5.3 4.4.6 8.5.4 4.4.6	Infrastructure	6.3	4.4.1	4.4.1
ment 7.3 4.4.6 sourcing 7.4 4.4.6 g equipment 7.6 4.5.1 8.2.2 4.5.5 8.5.2 4.5.3 9.5.2 4.5.3 9.5.3 4.5.3 1.6 pend on nature business 4.4.6 4.4.6 4.4.6 8.5.4 4.4.6	Work environment	6.4	4.4.1	1.4.1
sourcing 7.4 4.4.6 g equipment 7.6 4.5.1 7.6 4.5.1 8.2.2 4.5.5 8.5.2 4.5.3 8.5.3 4.5.3 -depend on nature business dation 7.5.3 8.5.3 4.4.6 8.5.3 4.4.6	Design and development	7.3	4.4.6	4.4.6
g equipment 7.6 4.5.1 8.2.2 4.5.5 8.5.2 4.5.3 - depend on nature business 4.4.6 dation 7.5.3 4.4.6 8.5.4 4.4.6	Purchasing and outsourcing	7.4	4.4.6	4.4.6
8.5.2 4.5.5 4.5.5 4.5.5 4.5.3 4.5.3 4.5.3 4.5.3 4.4.6 dation 7.5.3 4.4.6 8.5.4 4.4.6	Control of measuring equipment	7.6	4.5.1	4.5.1
8.5.2 4.5.3	Internal audit	8.2.2	4.5.5	4.5.5
- depend on nature business 4.4.6 dation 7.5.3 4.5.3	Corrective action	8.5.2	4.5.3	4.5.3
- depend on nature business 4.4.6 dation 7.5.3 4.4.6 8.5.4 4.4.6	Preventive action	8.5.3	4.5.3	4.5.3
dation 7.5.3 4.4.6 8.5.4 4.4.6		1	4.4.6	4.4.6
8.5.4 4.4.6	Special process validation	7.5.3	4.4.6	4.4.6
	Incoming inspection	8.5.4	4.4.6	4.4.6

PROCEDURES / PROCESSES TO BE MERGED

Required Processes (Support Processes)

- 1. Document Control*
- 2. Records*
- Control of Nonconforming Product /
- Situations*
- 4. Corrective Action*
- 5. Preventive Action*
- 6. Internal Auditing*
- 7. Training & Competence
- 8. Management Review

*Organization shall have a documented procedure.

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ISO 14001 Overview

It is Everyone's Job to Protect the Environment

The course has audio - click icon to pause/replay.









Course Details

- There are four sections, and each has a quiz.
 - If you pass the quiz, you move on.
 - If you do not pass, you are sent back to the beginning of the section.
- Let's get started!

Once yo	u pass	the final	quiz,	you can	print a	certificate.
	Enter	your full	name	in the b	ox belo	w.
	ů?					
	16					

You must enter your name to continue.



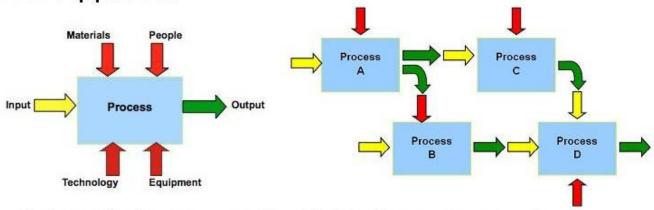






Section 1: Fundamentals

Process Approach



- Look at your business as a series of interacting processes, not departments.
- If you break down the process, you can improve them for consistent results – like a recipe.
- Requires that your processes are controlled and managed for continual improvement.









Section 1: Fundamentals

Quiz

It's time for your first quiz.

If you pass the quiz you will move on to the next section.

If you do not pass, you will be routed back to the beginning of the section to review the information.

Note that after completing each quiz, you will be shown any questions that you answer incorrectly.









Quiz 1

ISO is a:

- O Division of the EPA
- Part of the United Nations
- Large corporation
- Global standards organization

Management Systems are only used in ISO Standards.

- O True
- False









Section 2: Basics of an EMS and ISO 14001

Required Elements of ISO 14001

Environmental policy – Develop a statement of your organization's commitment to the environment. Use this policy as a framework for planning and action.

Environmental aspects – Identify environmental attributes of your products, activities and services. Determine those that could have significant impacts on the environment.

Legal and other requirements – Identify and ensure access to relevant laws and regulations, as well as other requirements to which your organization adheres.

Objectives and targets - Establish environmental goals for your

Click on the text to view Key Elements of an EMS









Section 3: Establishing Your EMS

Significant Aspects

Significant Aspects drive your Priorities, Objectives and Programs

- All potential and actual environmental impacts are identified and associated with an aspect.
- The aspects are ranked for their significance.
- It is important to identify your Significant Aspects and plan to address them first.







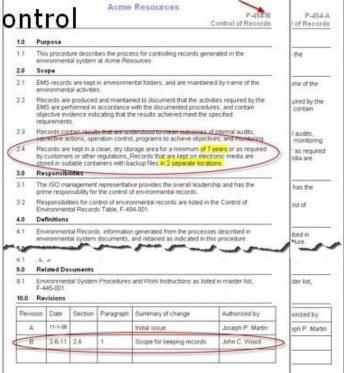




Section 4: Key Elements to Managing the ISO 14001 EMS

Key Element: Document Control

- Documents are either electronic or hard copy.
- You need to understand the documents.
- You need to follow the instructions.
- Question instructions you disagree with.
- Documents are updated as needed.
- Revisions are controlled.











Congratulations!

You have successfully completed the ISO14001 Employee Training.

Do **NOT** exit the training using the browser button in the upper right hand corner.

If you are one of the several people in your organization taking this training, you must click the "Submit/Exit" button after printing your certificate in order to provide a record that your training is complete.



Page



OH&S Internal Audit Checklist

4 Occupational Health and Safety		
Management System		
4.1 General requirements	Observation/Comments	Results
Has the organization established and maintained an Occupational Health and Safety Management System in order to fulfill the requirements of clause 4 of the OHSAS 18001:2007 standard?		Yes
Has the organization defined and documented the scope of the OH&S system?		
Are the boundaries to which the OH&S system applies clearly defined?		
Are all activities, products and services within the scope addressed by the OH&S system?		
Additional questions To prove that the organization 'Does what it says it does', what records are completed for this section?		
4.2 OH&S policy	Observation/Comments	Results
Has top management defined, documented, authorized and implemented the OH&S policy?		
Is the OH&S policy aligned with the defined scope of the OH&S system?		
Does the policy express commitment to comply with legal and other requirements which relate to the health and safety matters/risks?		
Does the policy include the commitment to the prevention of injury and ill health and the continual improvement in OH&S performance?		
Does the policy provide for a framework to set & review objectives, targets and OH&S programs?		
Has the policy been communicated to persons working for or on behalf of the organization?		
Is it available to the public?		
Is the policy reviewed periodically?		

OH&S Audit Conducted by:			_ Date:	Page 2
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