

The ISO 9001 - ISO 14001

QMS – EMS

Integration Workbook

Integrating the Quality and Environmental Management Systems



Quality Management System Workbook

Workbook cover page

Workbook contents page

Section 1: The Preparation Phase

Section 2: The Development Phase

Section 3: The Implementation and Registration
Phase

Note: 1. This Management System Workbook is suitable for use with the **ISO 9001:2008** standards for quality management systems and with the **ISO 14001:2004** standard for environmental management systems.

Note: 2. This Management System Workbook is best utilized with ISO implementation training tools as provided in a series of ppt presentations. Visit <http://www.14000store.com> for the presentation package that matches the workbook sections.

Note: 3. Rev-2 Upgraded initial environmental review worksheets added for Task 14

Integrated Quality-Environmental Management System Workbook

Comments and Instructions:

Congratulations on the management decision to implement the ISO 9001:2008 and the ISO 14001:2004 standards as an integrated Quality and Environmental management system. 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 QMS-EMS Workbook becomes an implementation tool and is intended to make your ISO project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to the dual certification for ISO 9001 and ISO 14001.

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

The Workbook:

The workbook is presented in three sections where the ISO 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 ISO project, the workbook forms that represent the tasks and the exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

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

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

Good Luck with this important initiative.

Task 6.b Establish the Environmental Team

@ _____ (your company).

From Task 4 The EMS-QMS Management Representative is: _____

Note: In small and medium size enterprises (SMEs), one group (the ISO Team) can effectively function as both the Project Team (Task 4) and the Quality & Environmental Teams (Task 6).

For this Task 6.b Appoint the Environmental Team

An environmental safety team needs to be selected and appointed,

- Multi-disciplinary teams to establish, implement, maintain and regularly review the EMS. The Environmental Safety team shall have sufficient knowledge and experience with regard to the organization's products and process within the scope of the environmental management system.

IN SUPPORT OF THE ENVIRONMENTAL MANAGEMENT REPRESENTATIVE, THE MEMBERS OF THE ENVIRONMENTAL SAFETY TEAM ARE:									
<table><thead><tr><th><u>TITLE</u></th></tr></thead><tbody><tr><td>• President</td></tr><tr><td>• EMS management representative</td></tr><tr><td>• </td></tr><tr><td>• </td></tr><tr><td>• </td></tr><tr><td>• </td></tr></tbody></table>	<u>TITLE</u>	• President	• EMS management representative	•	•	•	•	<table><thead><tr><th><u>NAME</u></th></tr></thead><tbody></tbody></table>	<u>NAME</u>
<u>TITLE</u>									
• President									
• EMS management representative									
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Comments:

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Prepared by; _____ Date: _____

Task 14 Perform the INITIAL ENVIRONMENTAL REVIEW

The current position with regard to the environment is established by means of an initial review and recorded from the review areas / questions tabled below.

Review Areas			
Organization Structure (Department personnel and structure chart)			
1. General Information	Comments	OK	Needs Attention
Current activities / processes / products	(List activities or provide process flow)		
No. of employees			
Environmental coordinator			
Type of facilities	(Office / lab / workshop / warehouse / others)		
Type of plant(s) / machinery	(List of plant / machinery utilised)		
Types of goods provided by major suppliers	(List of major suppliers and their product type)		
Types of services provided by major contractors	(List of major contractors and their product type)		
Any future activities / services			

Guidelines for Task 18 Perform Environmental Assessment

GUIDELINES – Steps for the Identification of Environmental Impacts and Aspects	Date Approved _____	Data Form
<p>The identification of environmental aspects and the evaluation of environmental impacts deal with a multi-step process, and are facilitated with the use of the Environment Assessment Worksheet.</p> <p><u>Step 1</u> <u>Select an Activity, a Product or Service:</u></p> <ul style="list-style-type: none"> The selected activity, operation, product or service should be large enough for meaningful examination, and small enough to be sufficiently understood. <p><u>Step 2</u> <u>Identify Environmental Impacts:</u></p> <ul style="list-style-type: none"> From the results of the initial assessment, identify as many actual and potential, positive or negative, environmental impacts as possible. <p><u>Step 3</u> <u>Identify Environmental Aspects of the Activity, Product or Service:</u></p> <ul style="list-style-type: none"> Identify as many environmental aspects or causes as possible associated with the selected activity, operation, product or service. <p><u>Step 4</u> <u>Evaluate Significant Impacts:</u></p> <ul style="list-style-type: none"> Evaluation of environmental concerns takes into consideration, the scale of the impact, the severity of the impact, the probability of occurrence, and duration of the impact. Evaluation of business concerns include the cost of changing the impact, the difficulty of changing the impact, the effect of change of other activities and processes, the concerns of interested parties, and the effect on the public image of the company. The evaluation of impacts are summarized as having high-Hi, medium-Med, low-Lo, or none-No significance. The impacts evaluated as High significance are candidates for environmental programs. <p><u>Step 5</u> <u>Assign Responsibility:</u></p> <p>Identify the personnel who are responsible for each Activity, Product or Service in the various departments (Depts 1, 2, 3, etc). These personnel will be the prime participants in environmental programs that will result from the assessment.</p>		

Task 32 Example of completed Input-output QMS Processes worksheet F-400-001

PROCESS INPUTS - ISO 9001:2008 Quality Management Systems Requirements	PROCESS OUTPUTS - Identification of key processes & sub-processes	DOCUMENTATION for Processes	RESPONSIBILITY for Processes	REMARKS See also EMS F-410-001
4.0 QUALITY MANAGEMENT SYSTEM				
4.1 General requirements	Quality management system	QMS-Section-4	-----	In QM-EM-001 Manual Page 11 to14
4.2 Documentation requirements	QMS Process Identification	This form F-400-001	<i>ISO Committee</i>	
4.2.1 General	EMS Process Identification	Ref F-410-001		
4.2.2 Quality manual	Integrated QMS-EMS Manual	QM-EM-001	<i>President</i>	QMS-EMS Manual Page 1 to 50
4.2.3 Control of documents	Document control	AP-423	<i>ISO Rep</i>	QMS / EMS
	Documentation	WI-423-001	<i>ISO Rep</i>	QMS / EMS
	QM-EM Master lists	F-423-001		
4.2.4 Control of records	Control of records	AP-424	<i>ISO Rep</i>	QMS / EMS
	QM-EM Records table	F-424-001		