

Practical Implementation of ISO 14001:2004

Introduction

This programme is designed for small & medium sized companies that want a sound basis for fast-track and low cost development of a UKAS approved ISO 14001 environmental management system (EMS). The programme provides a template for delivery of an EMS and will benefit companies that are planning to tender for large public and private contracts that require an EMS to qualify, or that are seeking cost saving and marketing opportunities.

The programme is delivered as three one-day group sessions that explore the principles and practise of ISO 14001:2004, without the need for clients' confidential information. Each group day is followed by an on-site, client focussed day to ensure that the standard is being implemented correctly. Programme members receive a fourth on-site day to prepare them for certification. The total programme comprises three off-site group training days and four days at the client's site.

Who should attend?

- Personnel involved in establishing an Environmental Management System which will satisfy the requirements of ISO 14001
- Business Managers responsible for the company's EMS performance
- Those responsible for the integration of an EMS with Safety and Quality Systems

Programme members will achieve

- A detailed understanding of ISO 14001:2004 and how to implement the standard
- A detailed understanding of the business benefits of having an effective EMS
- An effective Environmental Policy and environmental management structure
- Opportunities for resource efficiencies and cost savings and a plan to achieve them
- A register of environmental legislation that applies to their business and a plan for bridging gaps in compliance
- A schedule of operational controls required by their business and opportunities for improvement
- Mandatory documents & procedures required by the EMS

Group Days	Module	Subject	Learning method
1 AM	1	The business reasons for implementing an EMS & how to gain management commitment	Group session
	2	The key requirements of ISO 14001:2004	Presentation
	3	Introduction to the HSQE Department ISO 14001:2004 document template	Presentation & load templates
1 PM	4	Review of pre-course preparation & establish roles & responsibilities	Group session & one-to-one
	5	Mapping the business process & undertaking an initial environmental review	Workshop
	6	Developing an effective Environmental Policy	Presentation & one-to-one
2 AM	7	Systematic identification of aspects & impacts, techniques to determine significance, identify potential resource savings.	Workshop
	8	Identifying and managing legal & other requirements.	Presentation & hand-out
2 PM	9	Environmental performance measures.	Presentation & group session
	10	Developing meaningful Objectives & Targets.	Presentation & group session
	11	Developing & managing environmental programmes.	Workshop
3 AM	12	Establishing operational controls & control of change.	Presentation & workshop
	13	Emergency planning.	Group session
	14	Building an effective communication, training & awareness programme.	Workshop
3 PM	15	Documenting the EMS.	Workshop
	16	Develop an internal audit programme.	Presentation & group session
	17	Understanding the certification process.	Presentation
	18	Questions & feed-back	Group session

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