



# ISO 14001:2015 Environmental Management System Training Plan

## Phase 1 (2 Days)

### Principles of an Environmental Management System - ISO 14001

What ISO is, and its origins.

What the ISO 9000 standards are about.

Why ISO? How to get benefits from ISO14001.

ISO 14001:2015 clause explanation and requirements.

### Detailed review of the ISO standard. (Clause by clause review discussion/answer questions.)

- Scope
- Normative references
- Terms & Definitions
- Context of the Organization
- Leadership
- Planning
- Support
- Operation
- Performance Evaluation
- Improvement

PDCA (Plan-Do-Check-Act). How to properly implement ISO using PDCA model

- Plan: Establish the objectives and processes necessary to deliver results in accordance with customer requirements and the organizations policies
- Do: Implement the processes
- Check: Monitor and measure processes and product against policies, objectives and requirements for the product and report the results
- Act: Take actions to continually improve process performance

### Process Approach

What it means to implement ISO as a process.

How to successfully implement multiple processes as a system

Discuss important concepts for implementing the new standard

Context of the Organization

Strategic Environmental Management Risk Based Thinking

Explanation of Guidance documentation towards the understanding of

Implementation Guidance for ISO14001:2015

Guidance on the requirements for Documented Information



## Phase 2 (5 Days)

### ISO 9001 Environmental System Development

Having learned about ISO, we will train towards the Development of an ISO compliant system by addressing specific items needed for registration and more importantly by the company for success. The items are, paced over time.

Discuss the components of ISO 9001 and how it relates to the ISO 14001 procedures. How to develop Documented Information that meets company needs, customer needs and also meets the ISO 9001 requirements.

Documentation Required per ISO9001:2015 (high level transversal documents)

- Scope of Environmental Management System (4.3)
- Operation of Processes (4.4)
- Environmental Policy (5.2)
- Environmental Aspect (6.1.2)
- Compliance Obligations (6.1.3)
- Environmental Objectives (6.2.1)
- Operation planning and control (8.1)
- Emergency Preparedness and Response (8.2)

Discuss documents for the purpose of communicating the information necessary for the company to operate (low level, specific documents)

- Maintain documented information (document control) (7.5)
- Retain documented information (records control) (7.5)
- Internal audits (9.2.2)
- Nonconformity and Corrective action (10.2)

Discuss other low level documents per the standard required by the company

- Management Review (9.3)
- Training (7.2/7.3)
- Evaluation of Compliance (91.1.2)
- Etc.

Learn how to identify Environmental Aspect and how to control them to achieve the meet their environmental strategic direction.

Learn how to integrate the ISO14001 with other ISO standards if applicable.

### Homework assignments

Homework between sessions will be assigned. The homework will be reviewed at the following session prior to starting a new session.



### Phase 3 (4 Days)

#### ISO 14001 Implementation of QMS Requirements

Learn to properly implement all phase 2 items over training period in segments to assure success. Learn how to identify the Environmental Aspects how to identify the Environmental objectives how to implement an emergency preparedness and response, Readiness Review to assure successful registration.

Additionally, Learn:

- How to use the Context of the organization
- How to use Risk Based Thinking throughout
- How to use the created Documented Information
- How to turn on and roll out the environmental system
- How to externally communicate information to the relevant to the environmental management system
- Why is training important, and how we determine if it has been effective?
- How one fits into the Environmental Policy?
- How to manage and continually improve the Environmental system
- How to recognize compliance?
- How to ensure that the major drivers i.e. Risk Based thinking, Internal Audit, Corrective Actions and the Management Review used in improving the company's Environmental direction

Prepare / Conduct a management review using the established procedure(s)

Develop an agenda template and discuss who should participate. What topics should be included for an effective management review will be covered such as

- The status of actions from previous management reviews;
- Changes in:
  - external and internal issues that are relevant to the environmental management system;
  - The needs and expectations of interested parties, including compliance obligations;
  - Its significant environmental aspects
  - Risks and opportunities
- The extent to which environmental objectives have been achieved;
- Information on Company's environmental performance, including trends in:
  - Nonconformities and corrective actions;
  - Monitoring and measurement results;
  - Fulfilment of its compliance obligations;
  - Audit results;
- The adequacy of resources;
- Relevant communications from interested parties, including complaints;
- Opportunities for continual improvement.



The outputs of the management review include:

- Conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system
- Decisions related to continual improvement opportunities
- Decisions related to any need for changes to the environmental management system, including resources
- Actions, if needed, when environmental objectives have not been achieved
- Opportunities to improve integration of the environmental management system with other business processes, if needed
- Any implications for the strategic direction of the Company

Training will address how to facilitate the meeting as organizing manager.

Training on the use of suitable methods for monitoring and, where applicable, measurement of the environmental management system processes.

How to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the environmental management system and to evaluate where continual improvement of the effectiveness of the environmental management system can be made. Training on how to include data generated as a result of monitoring and measurement and from other relevant sources.

Learn how analysis of data provides information relating to

- Environmental performance
- Degree of compliance
- If planning has been implemented effectively
- The effectiveness of actions taken to address risks and opportunities
- The need for improvements to the Environmental management system

Learn methods to continually improve the effectiveness of the environmental management system through the use of;

- the environmental policy
- environmental objectives
- audit results
- analysis of data
- corrective actions
- address opportunities and
- management review



## **Phase 4 (2 Days)**

### **ISO 14001 Internal Auditor training**

#### **Conduct Auditor Training**

The basis for this training is to perform ISO 19001 auditor training to help trainees develop their own internal capability to perform Internal Audits as required per ISO14001:2015. The training will consist of:

- ISO14001:2015 Overview (Summary of key requirements that need to be audited)
- ISO19011:2002 Guidelines for Quality and/or environmental management systems auditing

Preparing for the audit - Planning, scheduling, audit team, preparation, checklists, etc.

The audit – Execution, Checklists and Audit techniques

After the audit – Closing meeting and reporting (Including CAPA's)

#### **Additional learning will result in**

- Understanding of the Process Approach
- Identify the requirements of an auditor
- Form an audit team
- Plan, prepare and execute an audit
- Classify, record, and resolve nonconformities
- How to implement preventative measures to avoid future nonconformities

Trainees will conduct an Internal Audit using the methods learned under supervision for hands on training.

Discuss what you should expect at registration.

Discuss the various outcomes of an audit.

Environmental policy

Environmental objectives

Review existence of minimum requirements for audit readiness by registrar.

## **Phase 5 (1 Day)**

### **ISO14001 Environmental Training for All employees**

#### **ISO14001 Overview**

Inform/train remaining employees on what the environmental management system is composed of, where the system documentation is located, how to get access to the documentation and how to use them for maximized benefit to the organization.



Learn methods for improving the system.

Learn how to be audited in an effective way by customers, registration bodies and internal auditors.

The training will address how to apply suitable methods for monitoring and, where applicable, measurement of the environmental management system processes.

How to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the environmental management system and to evaluate where continual improvement of the effectiveness of the environmental management system can be made. How to include data generated as a result of monitoring and measurement and from other relevant sources.

How to analyze data / information relating to:

- Environmental performance
- Degree of compliance
- If planning has been implemented effectively
- The effectiveness of actions taken to address risks and opportunities
- The need for improvements to the Environmental management system

The need for improvements to the environmental management system. How to continually improve the effectiveness of the environmental management system through the use of:

- the environmental policy
- environmental objectives
- audit results
- analysis of data
- corrective actions
- address opportunities and
- management review