

Environmental Management

This training module gives trainers and managers the tools necessary to conduct training courses in Environmental Management Systems for an organisation in their own region. The organisation may be a professional services firm that is involved with a client's EMS. Occasional the firm may be setting up its own EMS. The module offers guidance on adapting the material to local regulations, conditions and culture. Special attention is given to the structure and elements that are common to the International Organisation for Standardisation (ISO) Environmental Management System standard, ISO 14001.

Contents

1. Introduction to FIDIC
2. Introduction
 - 2.1. Background
 - 2.2. Introduction
 - 2.3. The emergence of Environmental Management
 - 2.4. The concept of Environmental Management
 - 2.4.1. Introduction
 - 2.4.2. The ISO 14001 EMS standard
 - 2.4.3. Opportunities
 - 2.4.4. EMS Objectives
 - 2.4.5. EMS Concept
 - 2.4.6. ISO 14001 Definitions
 - 2.4.7. EMS Purpose
 - 2.4.8. Core elements
3. Environmental Management Systems: needs and benefits
 - 3.1. Introduction
 - 3.2. Origins of opportunities
 - 3.2.1. Legislation and enforcement
 - 3.2.2. Stakeholder pressure, awareness, image, reputation
 - 3.2.3. Business opportunities
 - 3.2.4. Technical, operational and economical requirements
 - 3.2.5. Views of interested parties
 - 3.3. Relationship to ISO Quality Management standards
 - 3.4. Future developments
 - 3.4.1. Revisions
 - 3.4.2. New areas
 - 3.4.3. Performance standards
4. EMS documentation
 - 4.1. ISO 14000 Environmental Management Systems Standards
 - 4.2. FIDIC documents
5. ISO Environmental Management Principles
 - 5.1. Introduction
 - 5.2. ISO 14001 Principles
 - 5.2.1. Introduction

- 5.2.2. Environmental impacts and aspects
- 5.2.3. Significant environmental impacts
- 5.2.4. Identification of significant environmental aspects
- 5.2.5. Legal and other requirements
- 5.2.6. Continual improvement and prevention of pollution
- 5.2.7. Management controls versus continual improvement
- 5.2.8. Documented procedures
- 6. Processes and functions affected by an EMS
 - 6.1. Introduction
 - 6.2. Processes
- 7. Preparing for development of an EMS
 - 7.1. Introduction
 - 7.2. Getting started
 - 7.3. Assigning functions
 - 7.3.1. Owners' representative and senior or top management commitment
 - 7.3.2. EMS Steering Committee
 - 7.3.3. EMS Management Representative
 - 7.3.4. Managers
 - 7.3.5. Staff
 - 7.4. Integration with a Quality Management System
 - 7.4.1. Introduction
 - 7.4.2. Similarities and difference
 - 7.4.3. Levels of integration
 - 7.4.4. Routes to integration
 - 7.4.5. Factors which can hinder integration
 - 7.4.6. Conceptual models for integrated systems
 - 7.5. Initial steps
 - 7.5.1. PLAN
 - 7.5.2. DO
 - 7.5.3. CHECK
 - 7.5.4. IMPROVE
- 8. Development and implementation of an EMS
 - 8.1. Step 1 - Initial Environmental Review
 - 8.1.1. Introduction
 - 8.1.2. Methodology
 - 8.2. Step 2 - Formulation of the organisation-wide Environmental Policy
 - 8.2.1. Introduction
 - 8.2.2. Specific aspects
 - 8.2.3. Drafting the policy
 - 8.2.4. Reviewing the policy
 - 8.3. Step 3 - ISO 14001 Environmental Management Programme (or Action Plan)
 - 8.3.1. Introduction
 - 8.3.2. Who should be involved
 - 8.3.3. Criteria

- 8.3.4. Steps
- 8.4. Step 4 - Standard Procedures
 - 8.4.1. Introduction
- 8.5. Step 5- Work Instructions
 - 8.5.1. Implementation steps
- 8.6. Step 6 - Evaluation
 - 8.6.1. Internal Audit
 - 8.6.2. Prepare for the Certification Audit
 - 8.6.3. Certification Audit and response, if needed
- 9. EMS documentation
 - 9.1. Introduction
 - 9.2. Initial Environmental Review
 - 9.3. Organisation-wide Environmental Policy
 - 9.3.1. Contents of the Environmental Policy
 - 9.3.2. Publicising the Environmental Policy
 - 9.3.3. Implementing the Environmental Policy
 - 9.3.4. Revising and improving the Environmental Policy
 - 9.4. EMS Documents
 - 9.4.1. Introduction
 - 9.4.2. Clause requirement - document types
 - 9.4.3. Clause correspondence - document elements
- 10. Sustaining the EMS
 - 10.1. Introduction
 - 10.2. Competence, training and awareness
 - 10.2.1. ISO 14001 Requirements
 - 10.2.2. Awareness Programme
 - 10.2.3. Training Programme
 - 10.2.4. Environmental Management training
 - 10.2.5. Planning the Training Programme
 - 10.2.6. Compliance Training
 - 10.3. Communication
 - 10.3.1. ISO 14001 Requirements
 - 10.3.2. Communication Plan
 - 10.3.3. Target groups and benefits
 - 10.3.4. Methods of external communication
 - 10.3.5. External Environmental Report
 - 10.4. Control of documents
 - 10.4.1. ISO 14001 Requirements
 - 10.4.2. Interpretation
 - 10.5. Emergency preparedness and response
 - 10.5.1. ISO 14001 Requirements
- 11. Monitoring an EMS
 - 11.1. Introduction

- 11.2. Monitoring and Measurement
- 11.3. Non-conformance and corrective and preventive action
 - 11.3.1. Definitions
 - 11.3.2. Procedures
- 12. Evaluation of an EMS
 - 12.1. Introduction
 - 12.2. First-party evaluation
 - 12.2.1. Internal Audit
 - 12.2.2. Management Review
 - 12.3. Second-party evaluation
 - 12.4. Third-party evaluation
 - 12.4.1. Peer Review
 - 12.4.2. EMS Audit