



ISO14001 Certification
PO BOX 267
Engadine NSW 2233
Phone | 1300 797 345
mv@iso14001certification.co
www.iso14001certification.com

Basic Principles & Methodology

Understand The Basics

This section explains what generic management system standards are.



Generic

Generic means that the same standard can be applied to any organization, large or small, whatever its product or service, in any sector of activity, and whether it is a business enterprise, a public administration, or a government department.

Management System

Management system refers to what the organization does to manage its processes, or activities, so that its products or services meet the objectives it has set itself, such as:

- satisfying the customer's quality requirements,
- complying with regulations, or
- meeting environmental objectives.

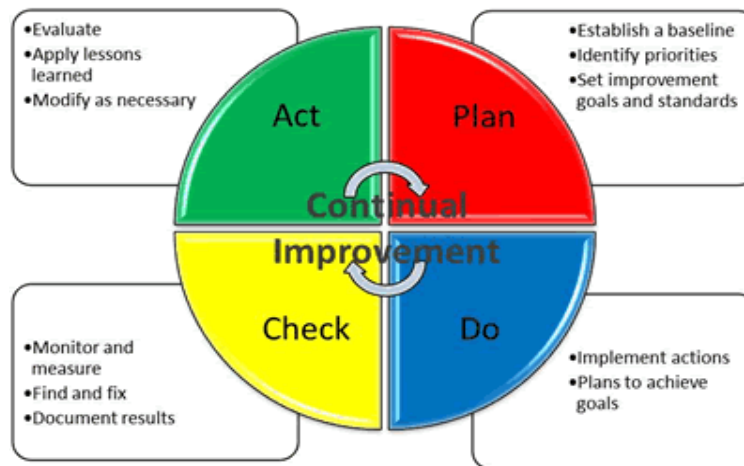
3. Management System Standards

Management system standards provide a model to follow in setting up and operating a management system. This model incorporates the features on which experts in the field have reached a consensus as being the international state of the art.



Plan Do Check Act

The Plan Do Check Act (PDCA) cycle is the operating principle of ISO's management system standards.



The fundamental principle of the ISO 14001 standard is the concept of continual improvement, based on the Plan-Do-Check-Act methodology.

ISO14001 includes 17 elements, grouped into five phases that relate to Plan-Do-Check-Act;

1. Policy
2. Planning
 - 2.1. Environmental Aspects
 - 2.2. Legal & Other requirements
 - 2.3. Objectives & Targets
3. Implementation & Operation
 - 3.1. Resources & Roles
 - 3.2. Training
 - 3.3. Communication
 - 3.4. Documentation
 - 3.5. Document Control
 - 3.6. Operations Control
 - 3.7. Emergency
4. Checking
 - 4.1. Monitoring



- 4.2. Nonconformity
- 4.3. Control Of Records
- 4.4. Internal Audit
- 5. Management Review

Plan – establish objectives and processes required

Prior to implementing ISO 14001, an initial review or gap analysis of the organisation's processes and products is recommended, to assist in identifying all elements of the current operation and if possible future operations, that may interact with the environment, termed environmental aspects. Environmental aspects can include both direct, such as those used during manufacturing and indirect, such as raw materials. This review assists the organisation in establishing their environmental objectives, goals and targets, which should ideally be measurable; helps with the development of control and management procedures and processes and serves to highlight any relevant legal requirements, which can then be built into the policy.

Do – implement the new processes

During this stage the organisation identifies the resources required and works out those members of the organisation responsible for the EMS' implementation and control. This includes documentation of all procedures and processes; including operational and documentation control, the establishment of emergency procedures and responses, and the education of employees, to ensure they can competently implement the necessary processes and record results. Communication and participation across all levels of the organisation, especially top management is a vital part of the implementation phase, with the effectiveness of the EMS being dependant on active involvement from all employees.



Check – measure and monitor the processes and report results

During the check stage, performance is monitored and periodically measured to ensure that the organisation's environmental targets and objectives are being met. In addition, internal audits are regularly conducted to ascertain whether the EMS itself is being implemented properly and whether the processes and procedures are being adequately maintained and monitored.

Act – take action to improve performance of EMS based on results

After the checking stage, a regular planned management review is conducted to ensure that the objectives of the EMS are being met, the extent to which they are being met, that communications are being appropriately managed and to evaluate changing circumstances, such as legal requirements, in order to make recommendations for further improvement of the system. These recommendations are then fed back into the planning stage to be implemented into the EMS moving forward.

For further information please contact:

Mark Veenendaal,
Principal Consultant,
ISO14001 Certification
mv@iso14001certification.com
+61 405 509 221



