

## ISO 14001:2004 THE ROUTE TO CERTIFICATION



**isocom**

certified business management systems

### Essential

Conduct Risk Assessment – covers all activities and all departments. Informal interviews to find out what happens to what.

Compile Significant Aspects Register

Set objectives and programs to control and improve above.

Write Policy

Meetings with all key staff – to promote ownership and communicate SEA's objectives and policy

Writing of Environmental Manual – who you are and what you do

Writing of Process Flow – if ISO 9001 not in place, draw up process flow of relationships between departments and how the company works.

Write procedures for anything that has impact on environment, including operational controls eg. Instructions on how to use the spill kit, signage that prevents people discarding environmentally unfriendly chemicals etc in an incorrect manner.

Creation of third tier – forms, work instructions etc. – How you do it and how you control it. Give version controlling numbers to anything that is related to the management system.

Investigate what environmental legislation you must be aware of any comply with. Make up register. Control updates.

Ensure suitable human resources system is in place for anyone who has significant environmental impact.

Emergency Preparedness & Response. What are the risks, what is the plan. Document to be written and tested.

Go to tender with Assessing Bodies

Select suitable Assessing Body

Create Audit Schedule

### Optional

**STAGE 1 - DESKTOP STUDY** – have you written as you do? Does it conform to the ISO 14001 standard? (My quote will be based on an estimate on how many days it will take to get you to this stage based on the information you have provided me with today).

Train internal auditors (If required)

Audit the system - compliance and legislation

Hold Management System Review Meeting

**STAGE 2 - CERTIFICATION REVIEW** - are you doing as you write – evidence – six months records.

### Ongoing

Internal Audit to schedule – management review meeting – surveillance visits.

Use system as a basis for other standards – eg. 9001, 27001, 18001