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*The tools you need to Achieve and Maintain ISO 14001*

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# Employee Training

## ISO 14001:2015

## Section 1 - Fundamentals

- Who is ISO?
- P-D-C-A Continual Improvement Cycle
- Process approach
- Risk-Based Thinking
- What is a Management System?



Lets start with some fundamentals

# Who is ISO?

ISO is the International Organization for Standardization

- ISO develops Standards for use worldwide.
  - Many are product based (types of coatings or hardware)
  - Some of these are **Management Systems Guidelines** for common operations in an organization like the Quality Systems, Environmental Systems, Safety Systems, Financial System, etc
  - ISO 9001 is a familiar standard for a Quality Management System (QMS)
- Global standards are needed so everyone can be equally measured.
  - Different countries can compare “apples to apples”
- ISO Standards always defer to state, local and federal requirements.
  - Different statutory and regulatory requirements will apply.
- [www.iso.org](http://www.iso.org) is the web site.



ISO (International Organization for Standardization) is a network of standards organizations from 180 countries with a central office in Geneva, Switzerland, that coordinates the system.

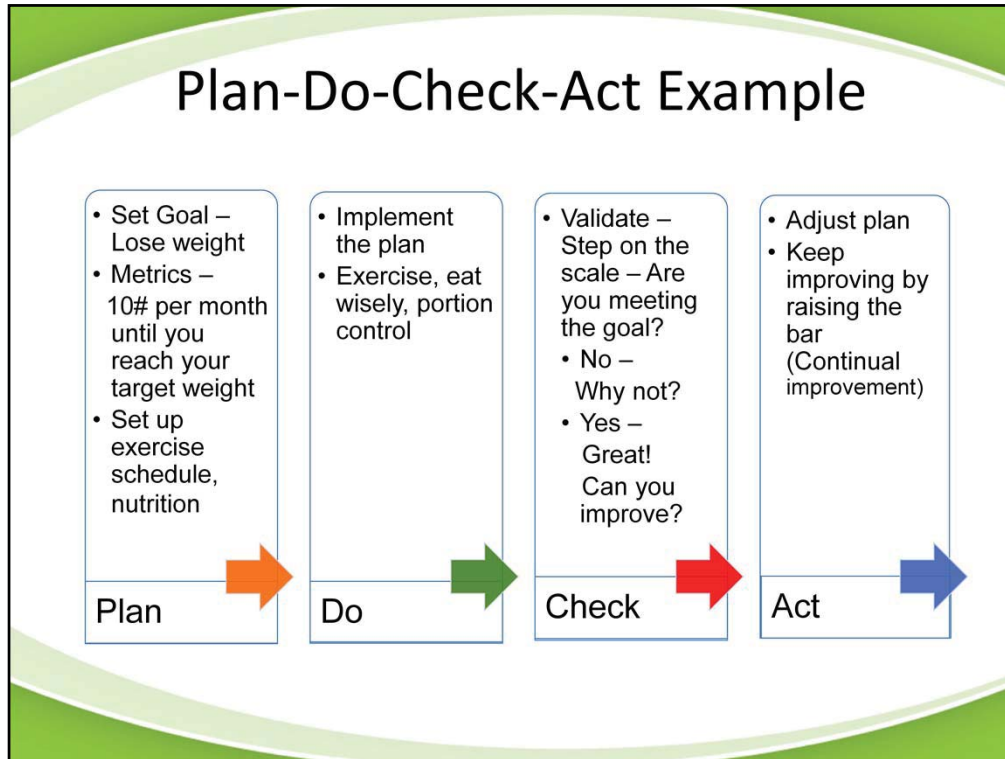
ISO develops a variety of standards for product features like film, fasteners, etc., as well as management systems to help operate an organization.

The ISO 9001 Quality Management System is the most popular management system ISO publishes.

ISO is a non-governmental organization whose members are in both the public and private sectors.

ISO enables a consensus to be reached on solutions that meet both the requirements of business and the broader needs of society.

Although global, they must allow for compliance to laws in every local geography.



You could consider a diet an example of a “Nutritional Management System”. This is basic, common sense put into practice.

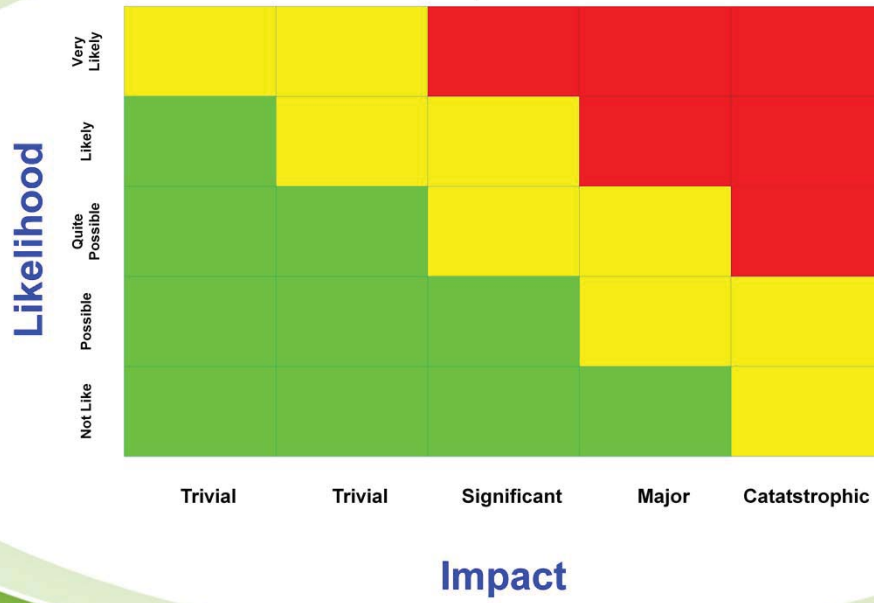
In this example, there are very common ideas for each of the Plan Do Check Act components.

Sometimes the best solutions are not too complicated, and much more likely to be effective if you have a structured plan in place.

Continual improvement keeps your momentum going and helps you improve your goal.

If you don’t improve, you may stop putting the effort and will ultimately fall backwards.

Risk-Based Thinking – An informal risk management system aimed at improvement




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# Employee Training

# ISO 14001:2015

## Student Guide

# ISO 14001 Overview



***It is Everyone's Job to  
Protect the  
Environment***

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## Topics Covered

1. Fundamentals	2. Basics of an EMS and ISO 14001	3. Establishing your EMS	4. Managing the ISO 14001 EMS
<ul style="list-style-type: none"> <li>• Who is ISO?</li> <li>• What is a Management System?</li> <li>• Plan Do Check Act</li> <li>• Process approach</li> <li>• Risk Based Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• What is an EMS?</li> <li>• What is ISO 14001?</li> <li>• Benefits of certification</li> <li>• ISO 14001 registration</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental aspects and impacts</li> <li>• Legal requirements</li> <li>• Objective, targets and programs</li> </ul>	<ul style="list-style-type: none"> <li>• Key elements of an ISO 14001 EMS</li> </ul>

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- Who is ISO?
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## Environmental Impacts

- Environmental attributes of products, activities and services and their effects on the environment
- Impacts can take place at your facility (spilling oil) or offsite (vehicle emissions)



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## Significant Aspects

**Significant Aspects** drive your **Priorities, Objectives** and **Programs**

- All potential and actual environmental impacts are identified and associated with an aspect.
- The aspects are ranked for their significance.
- It is important to identify your **Significant Aspects** and plan to address them first

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## Aspects & Impacts Example

Activity	Aspect	Impact
<ul style="list-style-type: none"> <li>• Cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Spill cleaning liquid (negative)</li> <li>• Empty bottles sent to landfill (negative)</li> <li>• Use recycled cleaning cloths (positive)</li> </ul>	<ul style="list-style-type: none"> <li>• Ground water contamination</li> <li>• Generation of solid waste</li> <li>• Reduce use of natural resources</li> </ul>

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## Compliance Obligations

- Companies identify legal requirements:
  - Federal
  - State and Local
  - Permits
- Companies identify other environmental requirements
  - Industry codes
  - Commitments made voluntarily by your company



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## Environmental Objectives/Targets

- Environmental Objectives are goals set based on meeting legal requirements and reducing negative impacts
- Environmental Target is a detailed performance requirement based on the environmental objective



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## Environmental Programs

- Programs are established as a means for achieving objectives and targets.
  - Reduce the impact of significant aspects on the environment
  - Address compliance to regulations
  - Improve objectives results



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2. ISO 14001 identifies the requirements for an
  - a. Energy Management System
  - b. Environmental Management System
  - c. Quality Management System
3. ISO 14001 is a national standard put together by the ASQC
  - a. True, b. False
4. Benefits of implementation include
  - a. Global recognition / Market expansion
  - b. Improved operations & environmental performance
  - c. Financial return on investment / improved operating margins
  - d. Clearly defined operational process requirements
  - f. All of the above
5. Each employee should have a clear understanding of his or her own roles and responsibilities within the EMS.
  - a. True; b. False

**Section 3:**

1. Aspect effects the environment positively or negatively
  - a. True; b. False
2. Significant Aspects drive your:
  - a. Priorities
  - b. Objectives
  - c. Programs
  - d. All of the above
3. Environmental objectives are \_\_\_\_\_ based on meeting legal requirements.
  - a. Targets
  - b. Programs
  - c. Goals

Name \_\_\_\_\_

## ISO 14001:2015 Employee Overview - Quiz

### Section 1:

1. ISO is a
  - a. Division of the ASQC (American Society for Quality Control)
  - b. Part of the United Nations
  - c. Large Corporation
  - d. Global Standards organization
2. Management Systems are only used in ISO Standards
  - a. True; b. False
3. Plan-Do-Check-Act (PDCA) is
  - a. A Certification for ISO Companies
  - b. A system for continual improvement
  - c. A degree in ecology
  - d. A complicated structure for software
4. A Process Management approach is:
  - a. Managing your business as a system of interlinked processes
  - b. Managing employees with documented procedures
  - c. Documenting processes as procedures and work instructions
5. The Risk-Based-Thinking approach is:
  - a. Proactive thinking aimed at preventing undesirable outcomes
  - b. Determining and addressing risks and opportunities
  - c. The integration of P-D-C-A, Process approach, with risks and opportunities
  - d. All of the above

### Section 2:

1. An EMS
  - a. Is a formal law that companies must meet
  - b. Is about meeting requirements and constantly improving your environmental position
  - c. Outlines the levels of quality performance you must achieve