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Environmental Management System

ISO 14001:2004

About Qdot

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Qdot managed by a team of experienced professionals, is committed to promote quality & excellence culture in GCC (UAE, QATAR, KSA, Oman, Kuwait, Bahrain)by providing below mentioned services.

Management System Services

- ISO 9001, ISO 14001, ISO 45001, HACCP, ISO 22000, FSSC 22000, BRC GS, Halal, ISO 22716 (GMP),Organic Certification, ISO 27001, ISO 41001, ISO 37001, ISO 50001, ISO 55001, ISO 17020 & ISO 17025 etc

Training Services

- IRCA Approved Lead Auditor
- Awareness & Trainings on ISO Standards

Product Registration

- SABER, SQM, SFDA, CITC, IECEE, ECAS, EQM, RoSH, EESL, SLCP, G-Mark etc

Social Compliance

- SEDEX-SMETA, SA 8000, amfori BSCI, ISO 26001, WRAP, GRLI, ESG, CTPAT etc



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ISO standards

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“These are documented agreements containing technical specifications or criteria to be used consistently as rules, guidelines or definition of characteristics to ensure that materials, products, processes and services are fit for their purposes”



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It's Really Very
Simple...!!!

- Say... what you will do -
- Do... what you said -
- Recognize... any differences in what you planned and what you did -
- Act... on those differences -
- Ensure... action was effective ???
- Prove... it with documentation.....!!!!

WHAT IS ISO 14000?



ISO



*The word "ISO" Stands for
International Organization for
Standardization*

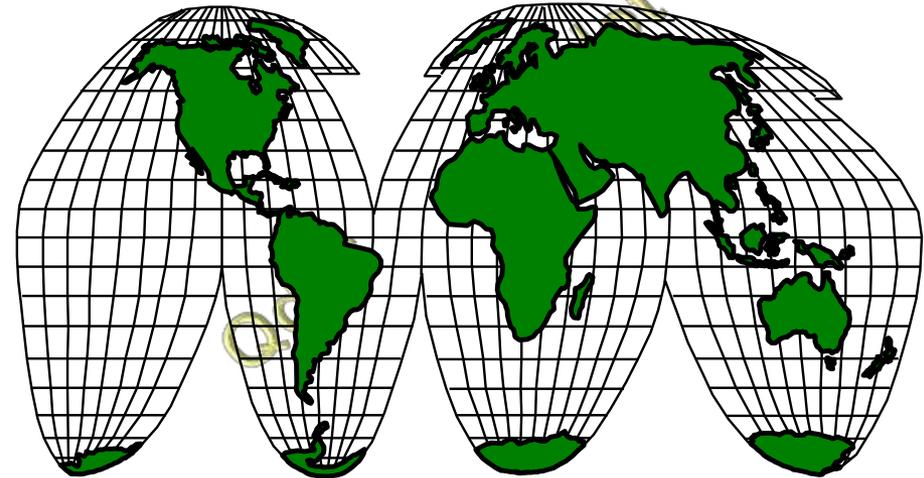


14000



*The series allocated for
Environmental
Management Systems*

"ISO 14000" is a series of standards describing the requirements for establishing and maintaining an EMS in an organization



What ISO 14001 is **Not**

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- Is **not** a product standard
- Does **not** establish values for pollutants / performance levels
- Does **not** establish test methods
- Does **not** require to establish a final performance goal
- Does **not** require to reach zero emission
- Does **not** require you to disclose audit results



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What ISO 14001 is

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- a frame work for managing significant environmental aspects you can control
- for use by any company, any size, any where in the world.
- a voluntary consensus, private sector standard.
- Represent a shift to pro active thinking

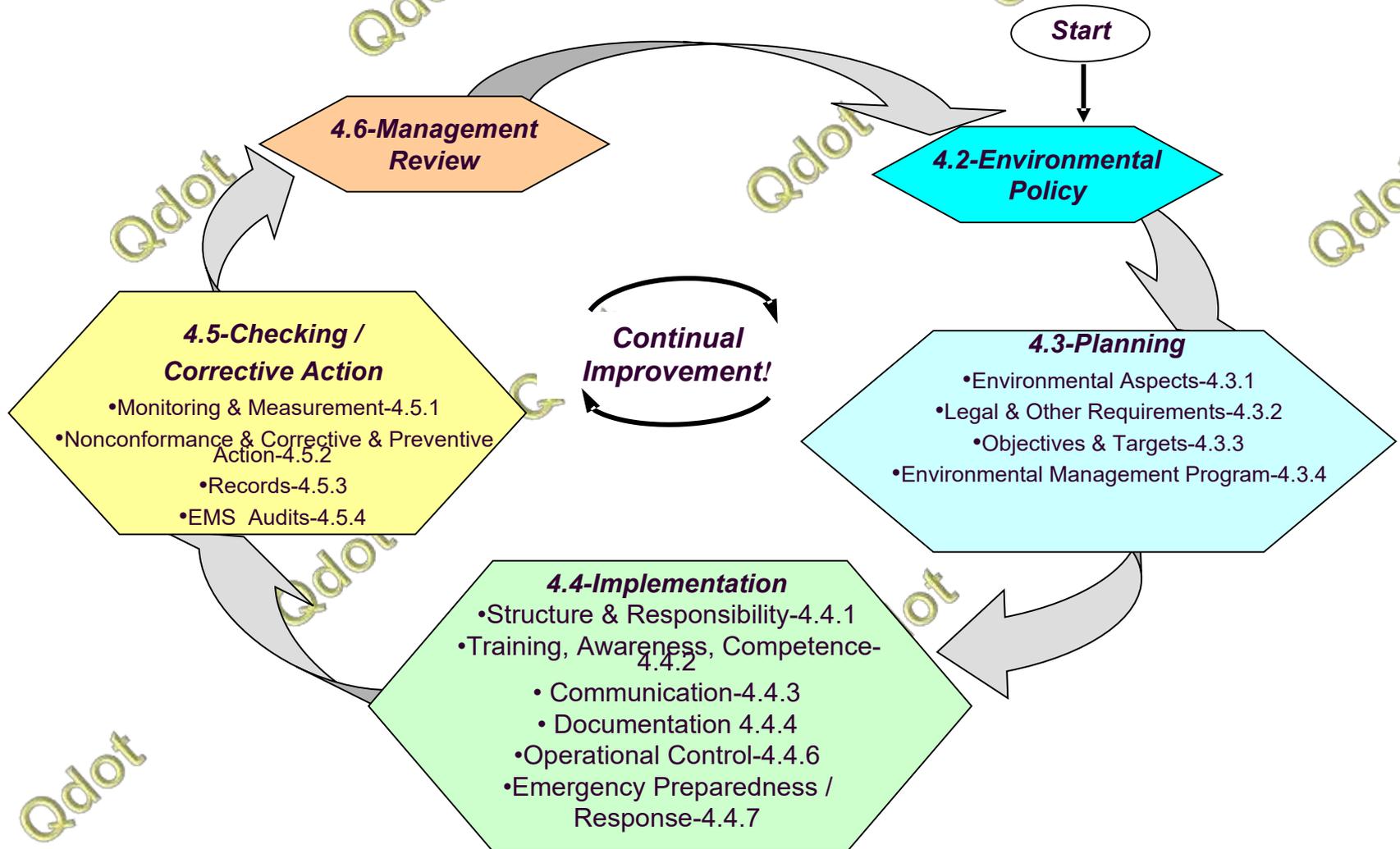


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“Treat the Earth well. It was not given to you by your parents. It was lent to You by your children.”

Kenyan Proverb

EMS Model



scope

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“It specifies requirements for an **EMS** to enable an organization to develop and implement a **policy** and **objectives**”

Which take account;

- Legal requirements
- Other requirements to which the organization subscribes, and,
- Information about significant environmental aspects



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SCOPE...



This is applicable to any organization that wishes to;

- Establish, implement, maintain and improve an EMS
- Assure itself of conformity with its stated environmental policy,
- Demonstrate conformity with this International Standard by;
 - Self-determination and self-declaration, or
 - Seeking confirmation of its conformance by parties having an interest in the organization, such as customers, or
 - Seeking confirmation of its self-declaration by a party external to the organization, or
 - Seeking certification / registration of its EMS by an external organization

TERMS / DEFINITIONS



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Terms / definitions..

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ENVIRONMENT

“Surroundings in which an organization operates, including Air, Water, Land, Natural resources, Flora, Fauna, Humans, and their Interrelation”

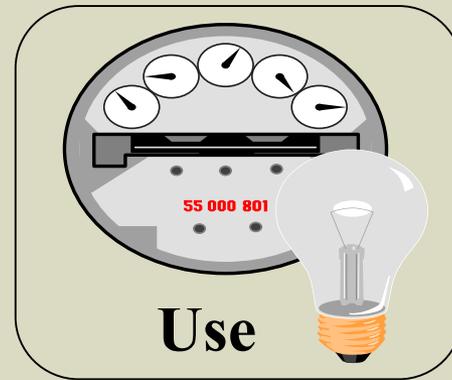
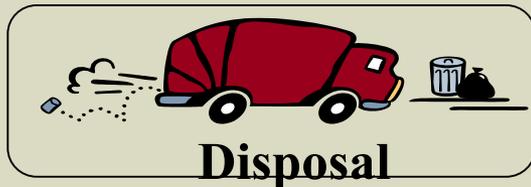
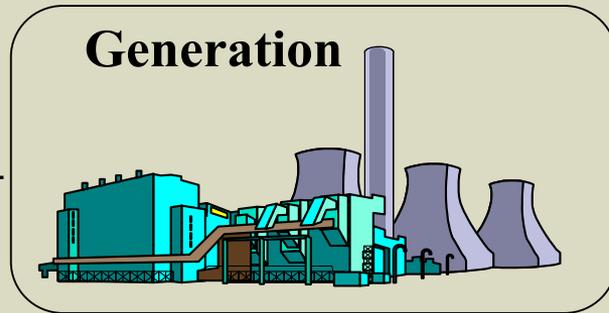
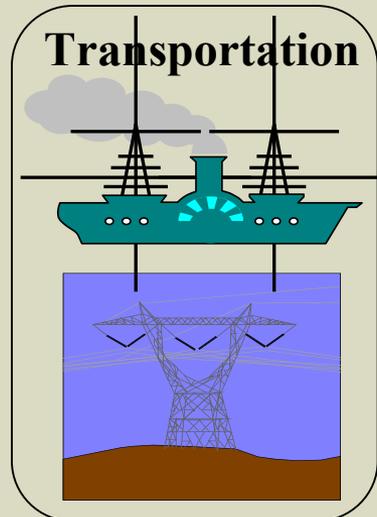
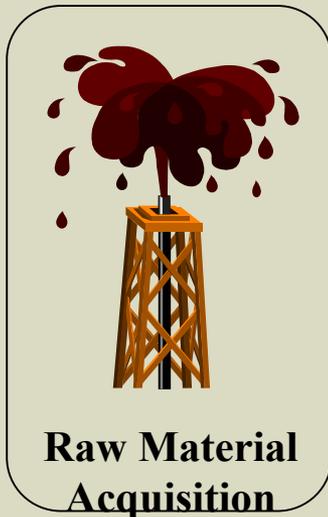
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Terms / definitions..

ENVIRONMENTAL ASPECT

“Element of an organization's activities or products or services that can interact with the environment”



Terms / definitions..

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ENVIRONMENTAL IMPACT

“Any change to the environment whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects”



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Terms / definitions..



ENVIRONMENTAL MANAGEMENT SYSTEM

“Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects”

“A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives”

ENVIRONMENTAL OBJECTIVE

“Overall environmental goal, consistent with the environmental policy that an organization sets itself to achieve”

ENVIRONMENTAL POLICY

“Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management”

“The environmental policy provides a framework for action and for the setting of environmental objectives and environmental targets”

PREVENTION OF POLLUTION

“Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts”

ENVIRONMENTAL MANAGEMENT SYSTEM

REQUIREMENTS



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4.1 GENERAL REQUIREMENTS

- The organization shall establish, document, implement, maintain and continually improve an environmental management system in accordance with the requirements of this International Standard and determine how it will fulfill these requirements



4.2 ENVIRONMENT POLICY

- Top management shall define the organization's environmental policy and ensure that;
 - is appropriate to the nature, scale and environmental impacts of its activities, products and services,
 - includes a commitment to continual improvement and prevention of pollution,
 - includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,
 - provides the framework for setting and reviewing environmental objectives and targets,
 - is documented, implemented and maintained,
 - is communicated to all persons working for or on behalf of the organization, and
 - is available to the public.

4.3 PLANNING

4.3.1 ENVIRONMENTAL ASPECTS

- ❖ The organization shall establish, implement and maintain a procedure(s);
 - to identify the environmental aspects of its activities, products and services within the defined scope,
 - to determine those aspects that have or can have significant impact(s) on the environment,

“The organization shall document this information and keep it up to date.”

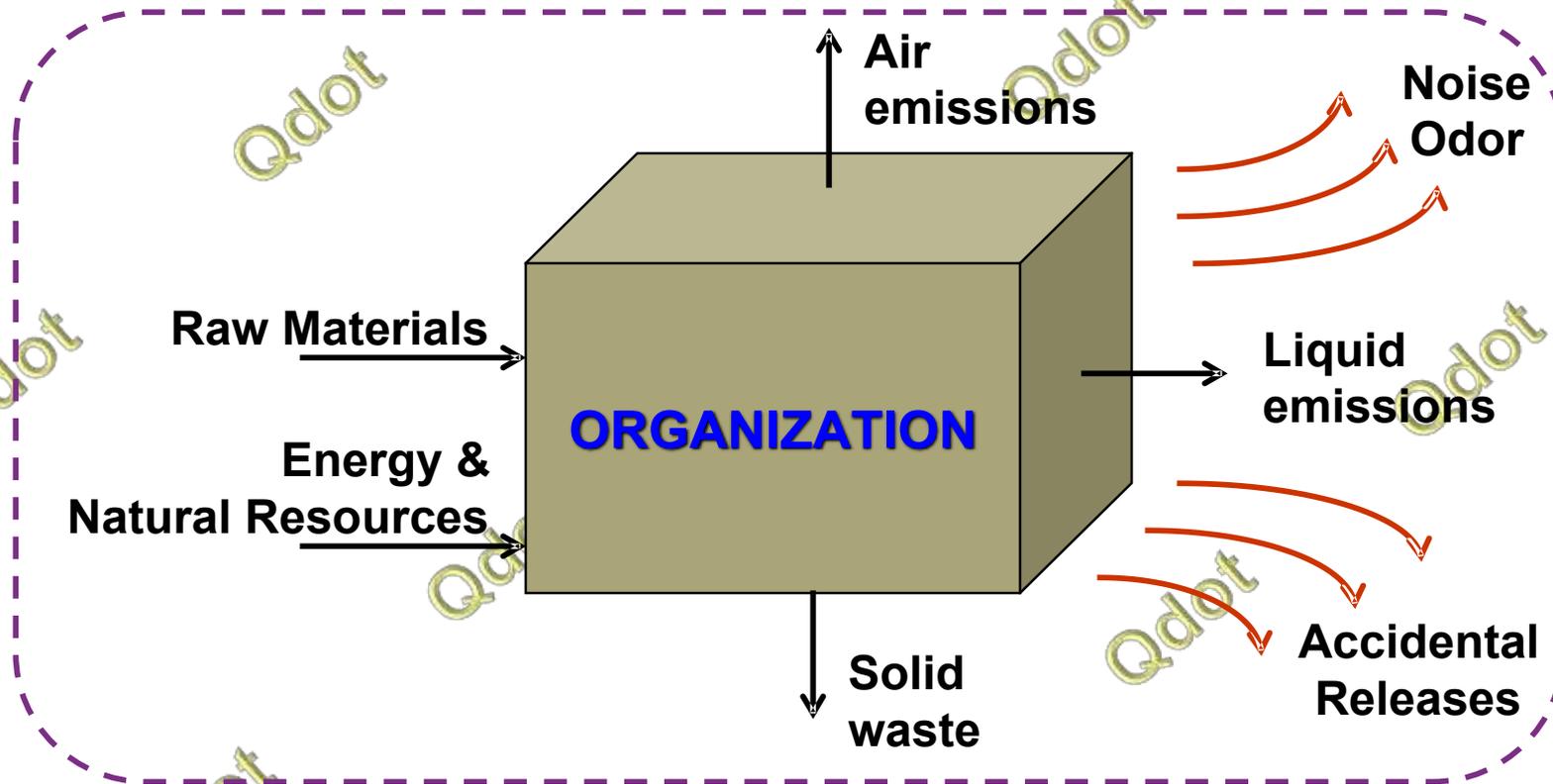


ENVIRONMENTAL CONCERNS



Ozone Depletion

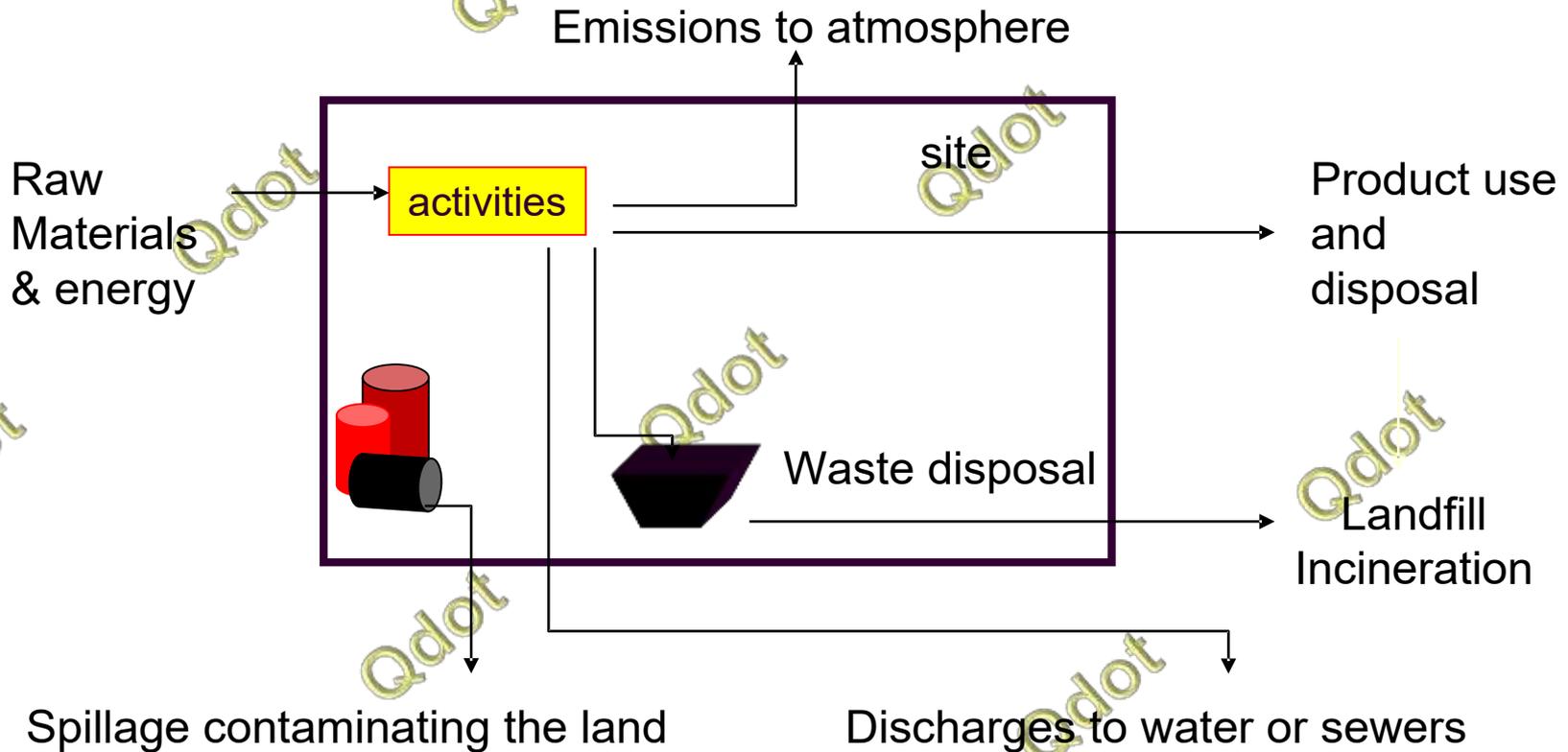
Global Warming



Effect on flora & fauna

Effect on humans

ENVIRONMENTAL ASPECTS









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4.3 Planning

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4.3.2 LEGAL AND OTHER REQUIREMENTS

- ❖ The organization shall establish, implement and maintain a procedure(s);
 - to identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and,
 - to determine how these requirements apply to its environmental aspects,



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4.3 Planning

4.3.3 OBJECTIVES, TARGETS AND PROGRAMME

- ❖ The organization shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization,
- ❖ The objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement,
- ❖ The organization shall establish, implement and maintain a programme for achieving its objectives and targets, which include;
 - designation of responsibility for achieving objectives and targets
 - the means and time-frame by which they are to be achieved



4.4 IMPLEMENTATION AND OPERATION

4.4.1 RESOURCES, ROLES, RESPONSIBILITY AND AUTHORITY

- ❖ Management shall ensure the availability of resources essential to establish, implement, maintain and improve the EMS,
- ❖ Roles, responsibilities and authorities shall be defined, documented and communicated,
- ❖ The organization's top management shall appoint a specific management representative for;
 - ensuring that an environmental management system is established, implemented and maintained,
 - EMS performance reporting to top management

4.4 IMPLEMENTATION AND OPERATION



4.4.2 COMPETENCE, TRAINING AND AWARENESS

- ❖ The organization shall ensure that any person performing tasks is competent on the basis of appropriate education, training or experience,
- ❖ The organization shall identify training needs
- ❖ The organization shall establish, implement and maintain a procedure(s) to make persons aware of
 - the importance of conformity with the environmental policy and procedures and with EMS requirements
 - the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,
 - their roles and responsibilities in achieving conformity with the EMS requirements
 - the potential consequences of departure from specified procedures

4.4 IMPLEMENTATION AND OPERATION



4.4.3 COMMUNICATION

- ❖ The organization shall establish, implement and maintain a procedure for;
 - internal communication among the various levels and functions of the organization,
 - receiving, documenting and responding to relevant communication from external interested parties.
- ❖ The organization shall decide whether to communicate externally about its significant environmental aspects, and shall document its decision. If the decision is to communicate, the organization shall establish and implement a method(s) for this external communication.

4.4 IMPLEMENTATION AND OPERATION



4.4.4 DOCUMENTATION

- ❖ EMS documentation shall include,
 - The environmental policy, objectives and targets,
 - Description of the EMS scope,
 - Description of the main elements of EMS and their interaction, and reference to related documents,
 - Documents, including records, required by this International Standard, and
 - Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

4.4 IMPLEMENTATION AND OPERATION



4.4.5 CONTROL OF DOCUMENTS

- ❖ The organization shall establish, implement and maintain a procedure to
 - review and update as necessary and re-approve documents,
 - ensure that changes and the current revision status of documents are identified,
 - ensure that relevant versions of applicable documents are available at points of use,
 - ensure that documents remain legible and readily identifiable,
 - ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and
 - prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

4.4 IMPLEMENTATION AND OPERATION



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4.4.6 OPERATIONAL CONTROL

❖ The organization shall identify and plan those operations that are associated with the identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by

- Establishing, implementing and maintaining a documented procedure to control situations where their absence could lead to deviation from the environmental policy, objectives and targets,
- Stipulating the operating criteria in the procedure,
- Establishing, implementing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the organization and communicating applicable procedures and requirements to suppliers, including contractors.

4.4 IMPLEMENTATION AND OPERATION



4.4.7 EMERGENCY PREPAREDNESS AND RESPONSE

- ❖ The organization shall establish, implement and maintain a procedure to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.
- ❖ The organization shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.
- ❖ The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.
- ❖ The organization shall also periodically test such procedures where practicable

4.5 CHECKING

4.5.1 MONITORING AND MEASUREMENT

- ❖ The organization shall establish, implement and maintain a procedure to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact,
- ❖ The procedure shall include the documenting of information
 - to monitor performance,
 - applicable operational controls, and
 - conformity with the organization's environmental objectives and targets
- ❖ The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.



4.5 Checking

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4.5.2 EVALUATION OF COMPLIANCE

- ❖ Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements.
- ❖ The organization shall evaluate compliance with other requirements to which it subscribes

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4.5 Checking



4.5.3 NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

- ❖ The organization shall establish, implement and maintain a procedure for dealing with actual and potential nonconformities and for taking corrective action and preventive action. The procedure shall define requirements for;
 - identifying and correcting nonconformities and taking actions to mitigate their environmental impacts,
 - investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence,
 - evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence,
 - recording the results of corrective action and preventive action taken, and
 - reviewing the effectiveness of corrective actions and preventive action taken.

4.5 Checking

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4.5.4 CONTROL OF RECORDS

- ❖ The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its EMS and of this International Standard, and the results achieved.
- ❖ The organization shall establish, implement and maintain a procedure for the identification, storage, protection, retrieval, retention and disposal of records.
- ❖ Records shall be and remain legible, identifiable and traceable.;



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4.5 Checking

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4.5.5 INTERNAL AUDIT

- ❖ The organization shall ensure that internal audits of the EMS are conducted at planned intervals to;
 - ❖ determine whether the EMS;
 - conforms to planned arrangements for environmental management including the requirements of this International Standard, and
 - has been properly implemented and is maintained, and
 - ❖ provide information on the results of audits to management.
- ❖ Audit programmes shall be planned, established, implemented and maintained by the organization.;



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4.5 Checking

4.5.5 INTERNAL AUDIT....

- ❖ Audit procedure(s) shall be established, implemented and maintained that address;
 - the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,
 - the determination of audit criteria, scope, frequency and methods.
- ❖ Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.



4.6 MANAGEMENT REVIEW

- ❖ Top management shall review the organization's EMS, at planned intervals, to
 - ensure its continuing suitability, adequacy and effectiveness.
 - Reviews shall include assessing opportunities for improvement and the need for changes to EMS, including the environmental policy and environmental objectives and targets.
- ❖ Records of the management reviews shall be retained.
- ❖ Input to management reviews shall include;
 - results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes,
 - Communication from external interested parties, including complaints,
 - the environmental performance of the organization,

4.6 MANAGEMENT REVIEW...

- the extent to which objectives and targets have been met,
 - status of corrective and preventive actions,
 - follow-up actions from previous management reviews,
 - changing circumstances, including developments in legal and other requirements related to its
 - environmental aspects, and
 - recommendations for improvement.
- ❖ The outputs from management reviews shall include any decisions and actions related to possible changes to
- environmental policy, objectives, targets and
 - other elements of the EMS, consistent with the commitment to continual improvement.

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