

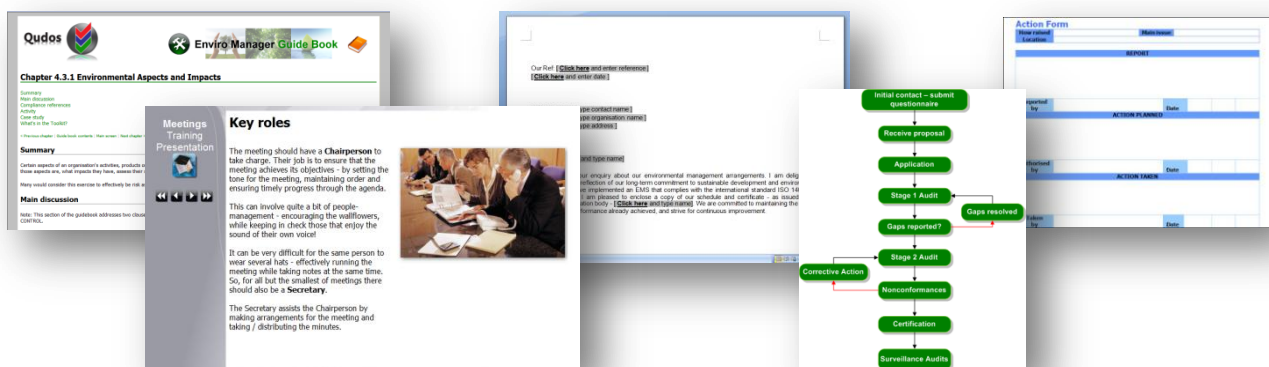
Develop your ISO 14001 EMS quickly, easily and cost-effectively



Every business has some impact on the environment, and as the world becomes more aware of environmental issues, we are expected to manage our impacts better. Many customers are beginning to require their suppliers to have a certified management system based on ISO 14001. That's now easier to achieve than ever before! **Enviro Manager** will help you understand the requirements of the ISO14001 standard, then plan, document and implement your EMS (Environmental Management System).

Your system will provide a solid foundation for addressing legislative and other requirements. It may also be used as the basis of an integrated management system – covering other compliance issues such as OHS and Quality.

The first thing you'll notice is the browser interface / menu system. You'll be able to get started right away – with the comfort of using your familiar web browser. That comfort factor continues with sample documents (plans, policies, procedures, forms, letters and memos) being designed in MS Word format. Additional materials are also provided in other familiar MS Office formats – Excel and PowerPoint.



Improve your understanding

The first step towards developing your system is to have a clear understanding of environmental management, and the requirements of the ISO 14001 standard. Fortunately, **Enviro Manager** has a comprehensive **eBook** that explains the subject matter, how to develop your system, the tools and techniques to use, and traps to avoid. It includes a chapter on the requirements of each clause in the standard – each has a summary, a discussion, references to relevant compliance standards, a case study, an activity plan, and links to the huge library of sample documents and other tools. The **Help** file provides guidance on using MS Word and customising documents. A series of **training presentations** help you to learn about various aspects of environmental management.





Chapter 4.3.1 Environmental Aspects and Impacts

[Summary](#)
[Main discussion](#)
[Compliance references](#)
[Activity](#)
[Case study](#)
[What's in the Toolkit?](#)

[« Previous chapter](#) | [Guide book contents](#) | [Main screen](#) | [Next chapter »](#)

Summary

Certain aspects of an organisation's activities, products or services will have some impact on the environment. For your organisation, you need to identify those aspects, assess their significance, and put controls in place to manage those that are considered to be significant.

Many would consider this exercise to effectively be risk assessment and risk management by another name.

Main discussion

Note: This section of the guidebook addresses two clauses of the ISO 14001 standard - Clause 4.3.1 ENVIRONMENTAL ASPECTS and Clause 4.4.6 OPERATIONAL CONTROL.

Before we progress any further, it might be helpful to offer the reader a definition of the terms 'environmental aspect' and 'environmental impact' that will be used throughout this discussion.

- **Environmental aspect**
An element of an activity, product or service that has an impact on the environment
- **Environmental impact**
A change made to the environment as a result of an environmental aspect

You might think of them simply in terms of **Cause and Effect**. The process of identifying aspects and impacts tends to be thought of in a negative context e.g. consumption of fuel oil (Aspect or Cause) depleting a non-renewable energy resource (Impact or Effect). However, it may also be thought of in a positive context e.g. planting of native trees in a landscaping project (Aspect or Cause) helping to absorb carbon dioxide and provide habitat for birds etc. (Impacts or Effects). Such considerations may be important to organisations seeking to balance some negative impacts with positive ones - such as with carbon offset programmes.

The requirements of the clauses mentioned above may be broken down into the following separate components:

- [Identify environmental aspects and impacts](#)
- [Determine significance](#)
- [Record the information](#)
- [Plan and implement control measures](#)
- [Monitor and review](#)



Plan with confidence


To successfully develop a system within a reasonable timeframe requires the required tasks need to be identified and planned methodically. **Enviro Manager** provides you with the tools for the job, including:

Gap Analysis chart - a detailed checklist to self-assess how your organisation measures up to ISO 14001.

System project plan - to help you set a timeframe, allocate responsibility, and manage the development of your EMS.



Enviro Manager



ISO 14001:2004 Gap Analysis and Development Plan

No.	Clause
4.1	General requirements
4.2	Environmental Policy
4.3.1	Environmental aspects
4.3.2	Legal and other requirements
4.3.3	Objectives and programmes(s)
4.4	Implementation and operation
4.4.1	Resources, roles, responsibility and authority
4.4.2	Competence, training and awareness
4.4.3	Communication
4.4.4	Documentation
4.4.5	Control of documents
4.4.6	Operational control
4.4.7	Emergency preparedness and response
4.5	Checking
4.5.1	Monitoring and measurement
4.5.2	Evaluation of compliance
4.5.3	Nonconformity, corrective action and preventive action
4.5.4	Control of records
4.5.5	Internal Audit
4.6	Management review

Note
This document is not a reproduction of the full requirements of the standard - nor is it a substitute for it. It is intended to help identify gaps between current arrangements and the standard, and plan the development / updating of an EMS (environmental management system).

Organisation	
Analysis by	
Date	

ISO 14001 clause and Summary of requirements	How	Who	When	Status
4.1 General requirements				
Put in place and maintain an EMS (Environmental management system)	See items below. Documented system with nominated management representatives and other key personnel using web based software	DW	1/April/2010	OK
4.2 Environmental Policy				
Top management to express an appropriate environmental policy	Documented at initial planning meeting – based on example from EMT Policy set	DW	1/April/2010	OK
Policy includes a commitment to continual improvement	Stated	DW	1/April/2010	OK
Policy includes a commitment to comply with legislation and other requirements	Stated	DW	1/April/2010	OK
Policy includes a commitment to				

Save time documenting your system

You need to meet the ISO standard's mandatory requirements for documentation - while other documents are optional.

Enviro Manager includes a comprehensive library of sample documents for you to choose from. These are designed by qualified and experienced quality auditors, and have been proven in the real world hundreds of times over. What's more, they are ready for easy customizing using your familiar word processor!

Samples include all the **policy and procedure** documents needed to meet the mandatory requirements of ISO 14001, plus much more.

A screenshot of a Microsoft Word document. The document is titled "Environmental Policy" in a green, cursive font. The content includes a commitment statement from "XYZ Packaging Ltd." and a list of four bullet points detailing environmental goals. The document is displayed within the Microsoft Word interface, showing the ribbon with Font, Paragraph, and Styles tabs, and the status bar at the bottom indicating "Page: 1 of 1", "Words: 180", and "English (United States)".

Environmental Policy

XYZ Packaging Ltd. is committed to environmental sensitivity in our business activities of manufacturing and delivery of cardboard packaging.

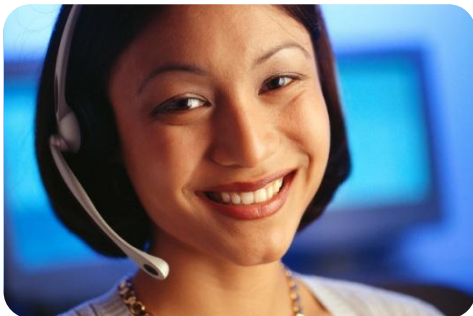
We will integrate environmental considerations into our business planning and operations to prevent pollution, minimise other negative impacts, and generate positive outcomes where possible. As evidence of this commitment, we will:

- Develop and implement an EMS (environmental management system) based on the ISO 14001 international standard
- Meet our legislative and regulatory requirements
- Measure various aspects of our environmental performance, and seek to continuously improve our outcomes
- Set objectives for environmental performance improvement and assign responsibility to members of senior management. These objectives will be included in those managers' Key Performance Indicators

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