

**ISO 14001:2015**

# **What Every Employee Needs to Know About ISO 14001:2015**

***A Pocket Guide to the Basics***

# What Every Employee Needs to Know About ISO 14001:2015

## Contents – *The ISO 14001 Standard*

- The ISO Organization
- The ISO 14001:2015 Standard
- Registration and Benefits
- The Requirements of ISO 14001:2015
- The Plan-Do-Check-Act (PDCA) Model

# What Every Employee Needs to Know About ISO 14001:2015

## Contents – *The Documentation System*

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- How is the documentation system structured?
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- What's my role in using the EMS and the documentation?

# What Every Employee Needs to Know About ISO 14001:2015

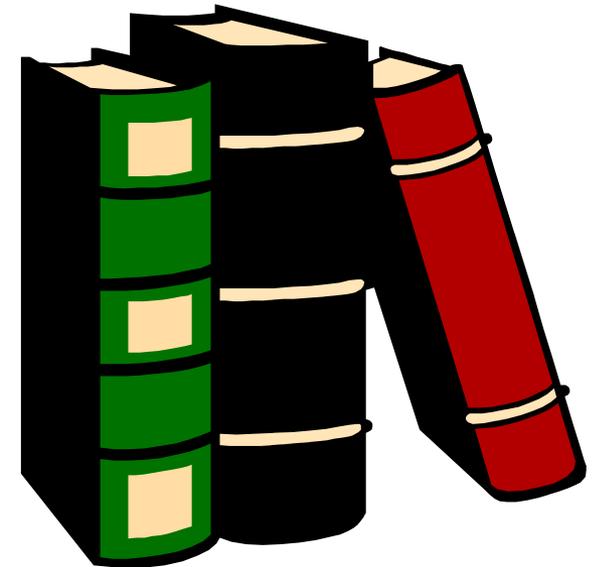
## Contents – *The Audit Process*

- What's the purpose of Environmental Management System audits?
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- How do I answer the auditor's questions?
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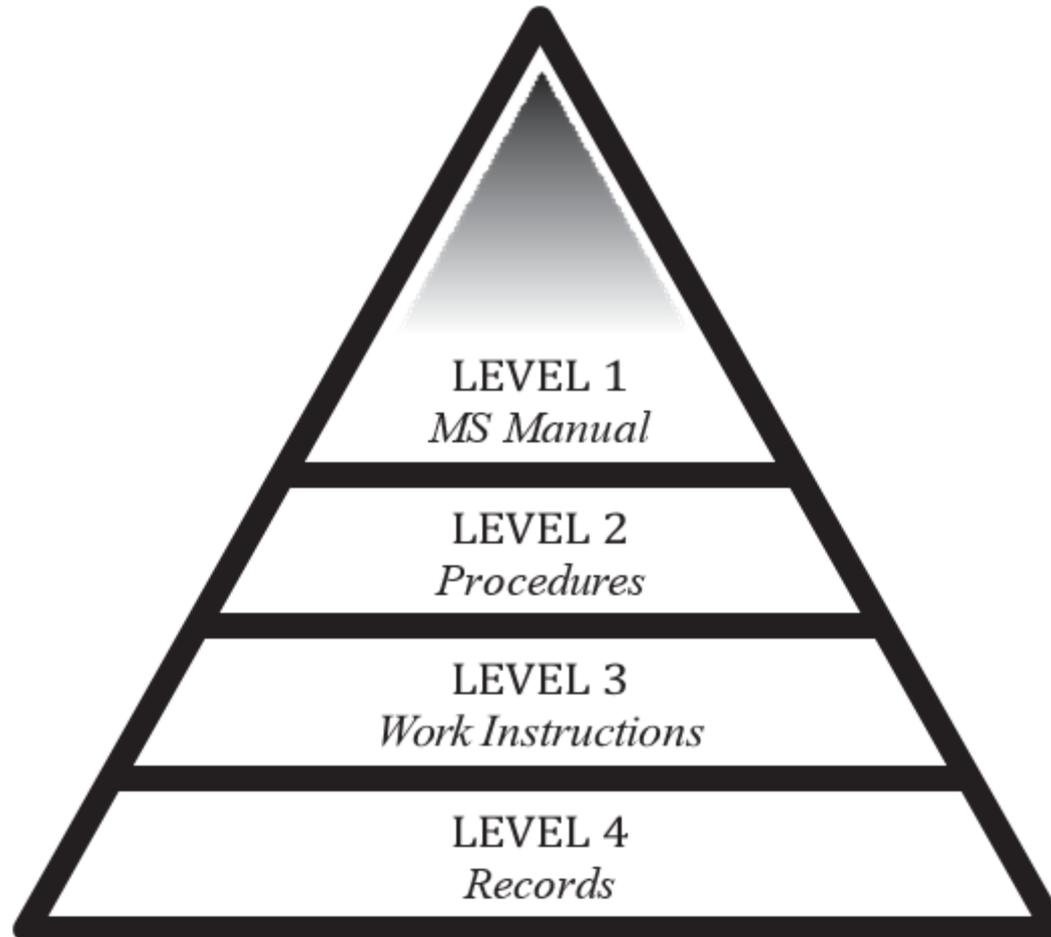
# The Documentation System

- What Are The Different Types of Documentation?
  - Management System Manual
  - Procedures
  - Work Instructions
  - Records

See pages 16-17 in your pocket guide



# How The Documentation System is Often Structured





# What's The Value Of All This Documentation?

- Remove uncertainty and make your job easier to do – NOT to restrict new and better ways to perform
- Ensure that key tasks can be carried out consistently - even when the personnel who normally do them are absent.
- Increase quality and environmental awareness.
- Minimize environmental impacts and reduce the costs of environmental damage.

See page 21 in your pocket guide

# How Will The Documentation System Affect You And Your Job?

- The implementation of ISO 14001 will affect different jobs in different ways.
- You may be asked to do new things.
- If your company already has a complete system in place, your job may not be affected at all.

See pages 21 - 22 in your pocket guide

# The Audit Process

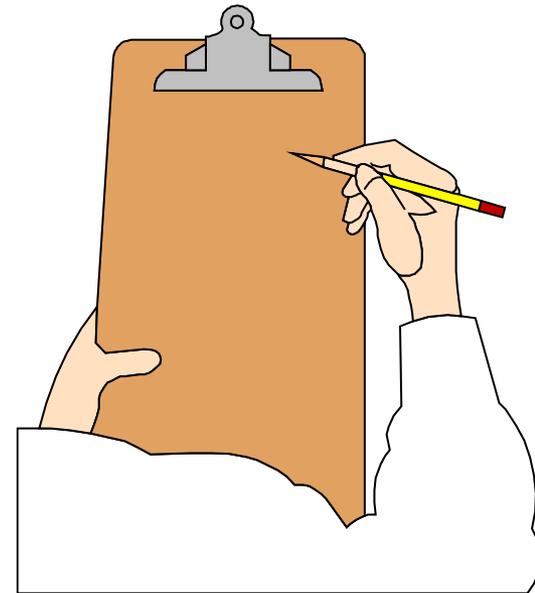
Registration to ISO 14001 requires that your Company periodically go through **two** types of audits

- **Third-party audits**

(audits by your registrar)

- **Internal audits**

(self-audits by your company)



# How to Answer an External Auditor's Questions

- Answer the question in the least amount of words.
- Do not offer more information than was asked.
- When possible, show documentation that reinforces what you described.
- When appropriate, repeat the question to confirm mutual understanding of the question.
- Answer in a non-threatening, relaxed, friendly manner.
- Remember that the auditors want you to succeed – they are not out to get you!

# What If We Don't Pass The Registration Audit?

- In all cases, the registrar's auditor will report all findings to your management team before he or she leaves so that your company knows where it stands.



# How Often Are We Going To Be Audited?

## Internal Audits

- Frequency:
  - Internal audits must be scheduled based on the environmental importance of the processes concerned, changes affecting the company, and the results of previous audits.
  - At least once a year is typical.
- Length:
  - Generally from ½ to 3 days, depending upon the size of your company, number of auditors used, and how your company decides to conduct audits.

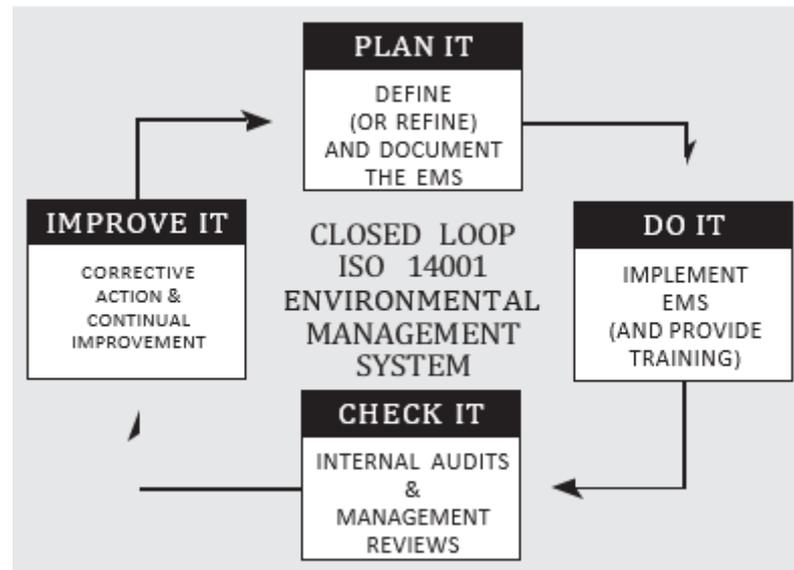
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- You'll find that auditing will become an important way of life for the company, "closing the loop" of the EMS as a means of continual improvement.



# Questions and Discussion

