



# ISO 14001

## Environmental Certification **Step by Step**

A. J. Edwards



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# *Preface*

Concern for the environment is growing day by day. Damage to the environment is caused by our ever increasing demands which consume the world's natural resources, and by the pollution of land, water and air caused by our activities and the wastes we create.

More and more companies are seeking to understand how their operations impact on the environment, and these companies then put management systems in place to keep control of the impacts. Their concern is extending from their own activities to those of their suppliers and subcontractors; 'green' companies want to trade with 'green' partners.

An organisation's commitment to the environment and good environmental practice can now be demonstrated by being registered to ISO 14001, the international standard for environmental management systems. Organisations already registered to ISO 9001 will have no difficulty in recognising the model, but ISO 14001 has two important additional features: organisations must identify the environmental aspects inherent in their activities and define the impacts they have on the environment, and they must identify and obey any environmental legislation which applies to them. Then, following the ISO 9001 model, operating procedures need to be written and implemented together with a manual describing the environmental management system, before an independent assessment of compliance with the standard can take place.

This book is written primarily for small and medium sized enterprises who have decided that they want to create their own environmental management system as simply as possible whilst still being comprehensive.

Taking that good intention as the starting point, the book sets out the overall programme and then guides the reader through each step up to the time when the assessor leaves, hopefully with the words 'I am recommending you for registration to ISO 14001'.

The book includes model Registers of Environmental Aspects and Environmental Legislation, a model Environmental Management Manual and model Operating Procedures. Whilst the book is written so that it can be used by anyone who has no prior knowledge of documented management systems, where the requirements of the standard are similar to those of ISO 9001 the reader is encouraged to integrate the two systems into one.

As the range of possible environmental aspects and legislation is wide, it would not have been feasible to address every possibility. The book and its supplements include the most common aspects and regulations and examples of many others. There should be sufficient material for every reader to find either an actual text or a model which can be adapted to suit their own circumstances. Take heart from the fact that the number of organisations that have difficult environmental processes is quite small. For most people, control of waste arisings and its disposal, minimising energy and water consumption, good housekeeping and maybe packaging are likely to be the most significant aspects.

The model texts are also included on CD to make the process of copying and adaptation easier.

The model texts are all based on proven real life examples. I wish you the reader every success.

**Tony Edwards**  
Lisvane, Cardiff

*Author's note:* Throughout the book there are references to ISO 9001. When the quality management standard ISO 9001:2000 was published in December 2000 it replaced the former ISO 9001, ISO 9002 and ISO 9003 which were published in 1994. The phrase ISO 9001 has been used as an all embracing term to describe any of the above standards.

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# *About the author*

The author has had a long career in heavy industry followed by nearly ten years working as a consultant with small and medium sized organisations.

After reading and researching chemistry at Oxford, Tony Edwards joined the GKN Group as an operational research scientist. This led to appointments in GKN Steel Company Ltd and from there, in 1968, into the re-nationalised, and subsequently privatised, British Steel plc. He has been a works manager and general manager of steelworks, a company director and served on the board of British Steel's Strip Products Division. He also worked for BSC (Industry) Ltd helping new businesses to set up in steel closure areas.

In 1991 Penarth Management invited Tony to join its team of consultants in order to develop its environmental consultancy expertise. Since its foundation in 1976, Penarth Management has specialised in working with smaller companies, a policy which leads to a continual search for simple uncomplicated management solutions and systems with the least amount of documentation. The fruits of this experience and approach are carried through into this book.

He is a registered environmental auditor with EARA (Environmental Auditors Registration Association), a Chartered Engineer and a Member of the Institute of Materials.