

***Environmental
Management System
Manual***

ISO 14001:2004

*Type Your
Company Name,
Address,
City, State, Zip
Here*



Introduction

Your Company developed and implemented an Environmental Management System in order to document the company's best environmental business practices, better satisfy the requirements and expectations of its stakeholders and improve the overall management of the company.

The Environmental Management System of *Your Company* meets the requirements of the international standard ISO 14001:2004 and addresses the environmental issues associated with *YOUR COMPANY's* activities, operations, services and products.

The manual is divided into ten sections that correlate to the Environmental Management System sections of ISO 14001:2004. Sections begin with a statement expressing *Your Company's* obligation to implement the basic requirements of the referenced Environmental Management System section. Each statement is followed by specific information pertaining to the procedures that describe the methods used to implement the necessary requirements.

This manual describes the Environmental Management System, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides procedures or references for all activities comprising the Environmental Management System to ensure compliance to the necessary requirements of the standard.

The manual is used internally to guide the company's employees through the various requirements of the ISO standard that must be met and maintained in order to ensure environmental stewardship, customer satisfaction, continual improvement and provide the necessary instructions that create an empowered work force.

This manual is used externally to introduce our Environmental Management System to our customers and other external organizations or individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the Environmental Management System is maintained and focused on environmental stewardship, customer satisfaction and continuous improvement.

President: _____

Date: _____



INSERT YOUR ENVIRONMENTAL POLICY IN THIS PAGE

ENVIRONMENTAL POLICY – A-420-001

ENVIRONMENTAL POLICY

- *YOUR COMPANY Environmental Policy is to protect, utilize, and manage our natural resources in order to prevent pollution and to continually improve the air we breathe, the water we drink, and the earth we inhabit.*

ENVIRONMENTAL OBJECTIVE

- *By continually improving the Environmental Management System, YOUR COMPANY is committed to satisfying any interested party with excellence in environmental performance that comply consistently with current legislation and regulations, at the best possible cost and delivered on a timely basis.*

CORPORATE MISSION – (optional)

- *The mission of YOUR COMPANY is to be a low-cost, profitable, provider of toy systems for children of all ages. We support the conversion of natural resources into competitive and innovative quality products for customers while protecting the environment and creating a positive long-term social, cultural, and economic benefit for the region and its people, employees, customers, suppliers and stakeholders.*
- *YOUR COMPANY shares with the community, important responsibilities toward the environment in which we live and work. We support the responsible stewardship of resources, including air, land, and water. Responsible stewardship, combined with a continual improvement process, makes possible sustained economic development and an improved quality of life.*

We believe that “IT IS EVERYONE’S JOB TO PROTECT THE ENVIRONMENT”

President: _____

Date: _____



Incoming inspection.

*If the nature of your business is such that you receive materials and components that are used in the final products for customers you want to ensure that they are safe and environmentally friendly and comply to the quality requirements, the instruction **WI-446-050** outlines the system for performing and recording the incoming inspection activities.*

4.4.7 Emergency Preparedness and Response

YOUR COMPANY establishes, implements, documents and maintains a system for the identification of potential emergencies and accidents that can impact the environment and be prepared to respond to actual situations. By having a planned response to spills we are able to meet our strategic goals of preventing pollution and reducing negative impacts on the environment.

The procedure **MP-447** for response to and reporting of emergency spills outlines a method for the reporting of spills and for the effective management of a spill from the time of discovery to the ultimate disposal in order to comply with the applicable legislation governing the spill of pollutants to the environment. With consideration to specific environmental and ecosystem effects from accidental releases, the procedure applies to spills where environmental incidents include accidental emissions to the atmosphere, accidental releases to water and land.

The instruction **WI-447-010** is established to outline the response to emergency incidents that may not be regulated and relate to the well-being of personnel in the office and administrative areas of the company.

Section 4.4 Related Procedures and Instructions

AP-441, Structure and responsibility
AP-442, Competence, training and awareness
AP-443, Internal and external communications
QP-444, Documentation
QP-445, Control of documents
MP-446, Operational control
WI-446-010, Design and development
WI-446-020, Outsourcing and purchasing
WI-446-030, Infrastructure
WI-446-040, Control of measuring equipment
WI-446-050, Incoming inspection
MP-447, Emergency response – plant
WI-447-010, Emergency instructions – office