

Manual Template Instructions

INSTRUCTIONS IN THE USE OF THE Manual-002 MANUAL TEMPLATE

This model is intended for use as a template in developing your Manual for the integration of the ISO 14001 Environmental management system into an existing ISO based quality management system.

The integration and implementation approach applies for the management systems where quality requirements are described in the various quality standards such as:

- ISO 9001:2008 Quality Management Systems – Requirements
- ISO 13485:2003 Medical devices – Quality Management Systems – Requirements for regulatory purposes
- AS9100C Quality Management Systems – Requirements for aviation, space and defense organizations
- AS9110A Quality Management Systems – Requirements for aviation maintenance organizations
- AS9120A Quality Management Systems – Requirements for aviation, space and defense distributors
- ISO/TS 16949:2009 Quality Management Systems – Particular requirements for the application of ISO9001:2008 for automotive production and relevant service part organizations.

The above Quality Management Systems are compatible with the ISO 14001:2004 Environmental Management System and have common requirements that are described in:

- Clause 4 Quality management system
- Clause 5 Management responsibility
- Clause 6 Resource management
- Clause 7 Product realization
- Clause 8 Measurement, analysis and improvement

You have your QMS (*it may be any one of the above*) in place and now have the objective of integrating the ISO 14001 EMS in one comprehensive management system. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward. There are some 13 documents in your QMS that need some updates and a group of 19 new EMS procedures and instructions are required to be implemented.

The first step is for the QMS-EMS Management Representative to become familiar with the manual model / template. You will note that the template is made up of a group of sections that make up the integrated Quality and Environmental management system and each folder contains the relevant documents. The three folders are:

- EMS Manual-Post QMS,
- EMS Procedures-Work Instructions
- EMS Forms-Attachments.

Manual-Procedures-Instructions-Forms Matrix

Included is a matrix that reflects the 'Flow-Down Documentation' that will evolve as you develop your Integrated Quality and Environmental Management System.

The information in the matrix is color coded to indicate:

- Documentation that is common to the QMS-EMS,
- Documentation that is specific to the QMS,
- Documentation that is specific to the EMS.