

# INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

## Planning for the Environmental Management System

---

### 1.0 Purpose/Scope

---

- 1.1 The purpose of this procedure is to establish the process for the planning of the actions to address the risks and opportunities and for the planning to achieve the environmental objectives at [Your Company](#).
- 1.2 The procedure applies to the planning activities and resources required to meet the objectives of the Environmental Management System (EMS) relative to significant environmental aspects, compliance obligations, risks and opportunities, and environmental objectives.

### 2.0 Responsibilities and Authorities

---

- 2.1 The [Environmental team leader / ISO management representative](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [Environmental team leader / ISO management representative](#), and the [Environmental team / ISO steering committee](#) are detailed in relevant paragraphs of section 5.0 below.

### 3.0 References and Definitions

---

- 3.1 Reference
  - 3.1.1 This document addresses clause 6 of the ISO 14001:2015 standard covering, planning.
  - 3.1.2 EM-001 Environmental Manual
- 3.2 Definition
  - 3.2.1 Risk: Effect of uncertainty on objectives
  - 3.2.2 Risks and opportunities: Potential adverse effects (threats) and potential beneficial effects (opportunities).
  - 3.2.3 Life cycle: Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal

### 4.0 Resources

---

- 4.1 None

### 5.0 Instructions

---

- 5.1 The [Environmental team / ISO steering committee](#) is responsible to plan, establish, implement, and maintain the processes needed to determine risks and opportunities, environmental aspects, compliance obligations, and the planning of actions to address them.

## INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

### Planning for the Environmental Management System

---

- 5.1.1 The planning for the EMS, takes into consideration the issues referred to in understanding the context of the organization, in understanding the needs and expectations of interested parties, and the scope of the EMS as addressed with procedure P-400 for Organizational context.
- 5.2 The [Environmental team / ISO steering committee](#) is responsible to determine the risks and opportunities related to the environmental aspects, the compliance obligations, other internal and external issues and the needs and expectations of interested parties. .
- 5.2.1 The [Environmental team / ISO steering committee](#) determines the risks and opportunities to give assurance that the EMS can achieve the intended outcomes, prevent, or reduce, undesired effects, and achieve continual improvement.
- 5.2.2 The main tools to manage and address risks and opportunities, significant environmental aspects, and compliance obligations as used in relevant paragraphs of section 5.0 are the forms:
- F-612-001, Initial environmental review worksheet
  - F-614-001 Risk management worksheet
  - F-615-001 Program planning worksheet
  - F-810-012 Provider corrective action - PCAR
  - F-1010-001 Corrective action request - CAR
- 5.2.3 Within the scope of the EMS, the [Environmental team / ISO steering committee](#) determines any potential emergency situations, including the ones that can have environmental impacts.
- 5.3 Environmental aspects.
- 5.3.1 Within the defined scope of the EMS, (as recorded in Section 01 of the [Environmental Manual](#)), the [Environmental team / ISO steering committee](#) determines the environmental aspects and associated impacts on the environment. (I.e. significant environmental aspects).
- 5.3.2 A life cycle approach is considered to identify the environmental aspects and associated environmental impacts of [activities, products and services](#) that can be controlled and those that can be influenced.
- [The need to provide information regarding potential environmental impacts during the delivery of the products or services and during use and end-of-life treatment of the product is considered.](#)
  - Change, including planned or new developments and new or modified activities, products and services; and identified abnormal and potential

## INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

### Planning for the Environmental Management System

---

001.

- 5.6.3 The Environmental objectives are consistent with the environmental policy, are measurable, monitored, communicated, and updated as required.
- 5.6.4 The Environmental objectives planning record form F-620-001 is prepared by the [Environmental team leader / ISO management representative](#) to detail the objectives.
- 5.7 Environmental programs / Improvement projects.
  - 5.7.1 The [Environmental team / ISO steering committee](#) identifies the environmental programs that support the Environmental Policy and focus on the three basic pollution prevention needs associated with:  
  

***“The Water we Drink, the Air we Breathe, and the Earth we Inhabit”***

Individual environmental programs covering the above are detailed in program action plan instructions, [WI-622-001 - Water](#), [WI-622-002 - Air](#), and [WI-622-003 - Earth](#).
  - 5.7.2 The [Environmental team / ISO steering committee](#) identifies additional environmental programs or corrective improvement projects that result from the reviews of significant environmental aspects, compliance obligations, risks and opportunities, and environmental objectives.
  - 5.7.3 The Program planning worksheet F-615-001 is used to plan the more complex environmental programs and to outline details for what will be done, what resources will be required, who will be responsible, when it will be completed and how the results will be evaluated.
  - 5.7.4 The Corrective action request, F-1010-001 is used to initiate and plan the simpler corrective / improvement projects.
  - 5.7.5 The [Environmental team / ISO steering committee](#) is responsible to identify the personnel responsible for environmental programs and corrective improvement projects.
- 5.8 [Your Company](#) maintains and controls documented information to support the operation of processes and retains documented information needed to provide confidence and evidence that the processes are being carried out as planned.
  - 5.8.2 Relative to this procedure, documented information is maintained for compliance obligations, risks and opportunities that need to be addressed, and environmental objectives.
  - 5.8.3 The procedure P-750 for documented information is established to control documentation and to retain records.

#### 6.0 Forms and Documented Information

---

# INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

## Planning for the Environmental Management System

---

- 6.1 Attachments / Forms / Register
  - 6.1.1 A-600-001 Aspects and Impacts guidelines
  - 6.1.2 A-620-001 Objectives and targets guidelines
  - 6.1.3 F-612-001 Initial environmental review
  - 6.1.4 F-614-001 Risk management worksheet
  - 6.1.5 F-615-001 Program planning worksheet
  - 6.1.6 F-620-001 Environmental objectives planning record
  - 6.1.7 F-810-012 Provider corrective action - PCAR
  - 6.1.8 F-1010-001 Corrective action request - CAR
  - 6.1.9 R-613 Register of compliance obligations
- 6.2 Documented information / Related processes
  - 6.2.1 P-400 Organizational context
  - 6.2.2 P-750 Control of documented information

Environmental Programs

  - 6.2.3 WI-622-001 - Water,
  - 6.2.4 WI-622-002 - Air,
  - 6.2.5 WI-622-003 - Earth.

### 7.0 Risks and Opportunities

---

- 7.1 Refer to risks and opportunities paragraph 5.2 of this procedure.
- 7.2 The risk management worksheet, F-614-001 is used to identify risks and opportunities, related to one or more significant environmental aspects, compliance obligations, and [lessons learned and experience with the activities associated with the planning of the EMS](#), and to assign priorities for improvement opportunities / actions.

### 8.0 Revision History

---

Rev	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	