

*Easily customized in
Microsoft Word!*

Adding the

ISO 14001:2015

ENVIRONMENTAL MANAGEMENT SYSTEM

In the existing QMS such as

ISO 9001:2015

QUALITY MANAGEMENT SYSTEM

Guidance in the use of this template

This model is intended for use as a template in developing the documented information for the addition of the ISO 14001:2015 Environmental management system in an existing ISO-Based Quality management system, such as ISO 9001:2015.

The first (8) pages of the generic manual model provide an introduction and guidance in its use and are to be removed from the Manual file (copied to a separate document or deleted) after use.

The ISO 9001:2015 Quality Management System is compatible with the ISO 14001:2015 Environmental Management Systems. They have common requirements described in:

- Clause 4 Context of the organization
- Clause 5 Leadership
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

You have your QMS in place and now have the objective of combining 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.

The common documented information.

There is a group of some (17) documents / documented information in your QMS that are common to both the QMS and the EMS.

For the combined management system, the existing quality system documents that can be upgraded to accommodate the common requirements are:

- The Quality and Environmental Manual
- Organizational context
- Leadership
- Planning for the management system
- Resource management
- Control of monitoring and measuring equipment
- Competence and awareness
- Communication
- Control of documented information
- Customer related processes
- Design and development
- Control of external providers
- Control of production and service provision
- Internal audits
- Management review
- Improvement
- Nonconformity and corrective action

Brown text provides examples of typical upgrades.

A. Documentation Upgrade Instructions

In the pages that follow, instructions/ suggestions are outlined in brown text to provide examples of typical upgrades. A manual section is included at the end to cover the new environmental requirements of ISO 14001:2004.

- In addition, the blue text needs to be replaced with your information where for example, use your company name in the spot indicated as "Your Company".
• Consider the text in brown as ISO 14001 "additions" to the Manual and treat the text in blue as "revisions" or information that are specific to your company.
• Additional details and instructions in the use of the IMS-003 manual template are included in a separate file "IMS-Template-Instructions".

For example:

The first document is the Manual, identified in this template as IMS-003 for your combined Quality and Environmental Manual.

In your existing Manual and early in the manual introduction, add a paragraph that clearly indicates that:

Your Company developed and implemented an integrated Quality and Environmental Management System in order to document the company's best business and environmental practices, better satisfy the requirements and expectations of its customers, stakeholders and improve the overall management of the company. Review your existing documented information for your Manual, and include other environmental specific wording such as the function for the EMS Team Leader in the organization chart.

An example for Clause 4, Context of the organization:

In your existing documented information for Organizational Context, and preferably in the purpose section of the procedure, add a paragraph to say:

The procedure applies to the external and internal issues that can affect the Quality Management System (QMS) and the Environmental Management System (EMS).as a combined management system.

Review your existing documented information for Organizational Context, and include other environmental specific wording and requirements such as the scope of the EMS.

An example for Clause 5, Leadership:

In your existing documented information for Leadership add a paragraph to say:

The procedure applies to Your Company's stated commitments and aspirations to performance, integrity and reliability of products and services through the operation of a Quality Management System (QMS) and an Environmental Management