

**ISO 14001:2015**

**Environmental Management Systems Documentation**

**Environmental Manual / Documented Information**

**Document No. EM-001**

**Street Address**

**City, State, Zip**

**Tel,**

**Cell Phone:**

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**Web Site:**

**Documents in Microsoft Word for easy editing**

Replace with your own  INSERT YOUR COMPANY NAME HERE

**Environmental Manual**

**EM-001-A**

**Introduction**

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

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the environmental management system.

The Environmental Management System of Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities and incorporates a Plan-Do-Check-Act concept. The management of the interactive processes provides for the achievement of continual improvement and focus on efforts leading to the prevention of undesirable outcomes.

The manual is divided into sections that correlate to the Environmental Management System sections of ISO 14001:2015. The 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 the documented information with procedures or references for all activities comprising the Environmental Management System that ensures the compliance to the necessary requirements of the standard.

This 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 control or influence the ways to protect the environment and to provide the necessary instructions that contribute to continual improvement.

This manual is used externally to introduce our Environmental Management System to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides them with a framework to protect the environment and enhance environmental performance.

The manual is approved by a top management representative.

President: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section 01 Scope of the Environmental Management System**

To determine and establish the scope of the EMS, Your Company determined the boundaries and applicability of the EMS and considered the external and internal issues, the requirements of relevant interested parties, and the products and services of the company.

The scope is available and maintained as documented information stating the products and services covered by the EMS.

You can search and replace "Your Company" with your own company name

As developed with procedure P-400 for Organizational context, include the scope of your EMS here:

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For example, if you are a manufacturer of toys, the scope of your EMS may be:

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The scope of the Environmental Management System includes the major product and service categories associated with the primary functions of manufacturing wooden toys at the North Pole location and distributing the product to children of all ages.

Any text may be edited. Blue text provides some options and highlight areas that require update or replacement.

**Section 02 Normative References**

There are no normative references.

**Section 03 Definitions**

Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.

**INSERT YOUR COMPANY NAME HERE**

**Environmental Manual**

**EM-001-A**

P-750	Control of documented information	Management rep			
WI-750-001	Document numbering system	Management rep			
<b>Manual Section 08 - Operation</b>					
P-810	Operational planning and control	Operations Manager	Related forms, attachments and documents are referenced to comply with document control requirements.		
WI-810-010	Control of external providers	Materials manager			
WI-810-020	Maintenance of infrastructure	Maintenance manager			
WI-810-030	Control of monitoring and measuring resources	Environmental manager			
WI-810-040	Design and development	R & D manager			
WI-810-050	Incoming inspection	Environmental manager			
WI-810-060	Control of production and delivery	Operations manager			
<i>WI-810-070 / 080 – etc</i>	<i>Future operational control needs</i>	-----			
P-820	Emergency preparedness and response	Operations manager			
WI-820-001	Emergency instructions - office	H R manager			
<b>Manual Section 09 – Performance Evaluation</b>					
P-910	Monitoring, measurement, analysis and evaluation	Environmental Manager			
P-912	Compliance evaluation	Environmental Manager			
P-920	Internal audits	President			
P-930	Management review	President			