

ISO 14001

Document Development Compliance Manual

A Complete Guide in CD ROM

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Key Features and Benefits of Wisdom 2000 CD ROM

The answer to adoption of the industrial units to ISO 14001 Environmental Management System (EMS) can be simply explained as prevention of pollution besides many other benefits such as:

- Affordable solution
- No international trade barriers
- Zero accidents
- Regulatory compliance local and international
- Operational cost saving
- Healthy and safe work environment at the site
- Reduction of penalties due to local legislation's
- Reduction of waste generation and disposal cost
- Energy conservation
- Reduction of raw material/resource usage
- Marketing edge over the competitors
- Improved company credibility
- Reduction in Insurance premiums
- Uninterrupted operations
- Good public opinion
- Improved process efficiency
- Proactive environmental insurance provisions

Based on EMS ISO 14001
ISBN No.: 9948-03-062-1

Dear Customer:

We spare no effort in caring for the environment because it is once of the essential ingredients of our history and heritage. Our forefathers have live on this land in coexistence and respect to its land and marine environment, knowing by nature and perception the need to pressure it, to take only what they needed from it, and to save what would be useful for the coming generations.

Now, we live on this blessed land and we are responsible for pressuring our environment and wildlife not only for ourselves but also for our children and grandchildren. It is our obligation to be loyal to both our forefathers and grandchildren.

BACKGROUND

Concern about the state of the natural environment has deep historical roots, but the nature and scale of concerns and their economic and political importance has grown and changed considerably over the past few decades. Industrial sector is often seen as the enemy of the environment the polluter.

The UAE National Day, International Environment Day, International Earth Day, World Environment Day and the Environmental Week being held in UAE each year clearly demonstrate the environmental awareness at the national as well as at the international level.

The Dubai Municipality (DM), Environmental Protection & Safety Section (EPSS) state in Technical Guidelines 56, “in Dubai, new environmental legislation (local order), EMS ISO 14001 (Environmental Management Systems) will play a prominent role as an environmental management tool”. Significant improvements can be made on the basis of recommendations and advice for practical action outlined in this report, but fully implemented Environmental Management Systems can make a major impact in what has been widely proved to be, both cost-saving and environmentally responsible ways.

The Guidelines No. 60 clearly states that the Environmental Management System program in Dubai places requirements on companies to audit their performance including ISO 14001.

HOW TO ACHIEVE COMPLIANCE

The compliance to international environmental standards is essential not merely to be in harmony with Mother Nature. The development, implementation and maintenance of Key Standard Operating Procedure (SOPs) are essential to an Environmental Management System (EMS) and are a requirement the ISO 14001. Writing SOPs can be time consuming for those new to the Environmental Management System. Moreover, the ISO 14001 does not specify how the SOP s are to be written, what format they should be in, or how many are enough. Those new to ISO 14001 compliance may have difficulty knowing the best route to take. Generally, companies new to the EMS are allowed an adequate amount of time for remedial action and demonstration of their commitment, to environmental compliance and continuous improvement.

Documentation management, however, can minimize the number of adverse findings for incomplete or missing SOPs and prevent repeated adverse findings by making the development of SOPs a top priority.

The first step is to develop and adequate set of SOPs for the Environmental Management

System activities and the overall program. The Wisdom 2000 CD on ISO 14001 provides a Manual and a set of SOPs, in hard copy and electronic form that address the most important elements of an Environmental Management System program. These SOPs can readily be adapted to any facility's needs and style. This manual greatly facilitates the understanding of the ISO 14001 and how best to develop an environmental compliance program.

WHAT WISDON 2000 CD ROM WILL DO FOR YOUR ORGANIZATION

The text on the CD provide the end users with resource data to develop and improve their Environmental Management System without spending a lot money and reinventing the wheel. The information provided may serve as the first milestone to lead companies to holistic environmental compliance and achieve ISO 14001 certification. The CD includes a template of Environmental Management System Manual and twenty one Standard Operating Procedures with ready to use formats describing the basic environmental elements, with a do-it yourself approach. The practical examples of objectives, targets, policy statements with execution programmes as a food supplement for brain storming form small, medium to large organizations and industrial units worldwide.

As ISO 14001 is still in its infancy, the CD is a valuable tool for environmentally conscious customers. In UAE, other G.C.C. Countries and worldwide.

The Environmental System Manual and Standard for those companies that are in a process or planning to apply for ISO 14001 registration in future. The documentation package is especially relevant to Environmental Management System Coordinators, Management Representatives, Engineers, Designers. Internal auditors, external auditors or to anyone interested in developing a documented system.

The Standard Operating Procedures are made available so that customers can input them into their own Microsoft Word Program to edit and print these documents. The contents of the procedures are written in simple and precise language to be in compliance with the elements of ISO 14001 series of standards. The manual ensures the minimization of the number of documents to avoid a nightmare for the management representative at the time of certification. The Standard Operating Procedures exclusively refer to the documents specially required for compliance, however, specific formats are included to ensure that the software can be easily used worldwide with diversified range of industries and organizations.

The ISO 14001 COMPLIANCE MANUAL is primarily written in a global context & can be applied to any process related industry or any Organization interest in environmental compliance. The documents provided in the text however can be applied to any

regulated or non-regulated industry. some of the reasons for purchasing this manual are summarized as under.

It provides readers and front line management all the information they need to know to make a successful documented EMS based on ISO 14001 series of standard which has acquired global acceptance to overcome the International trade barriers. It is a simple concise and easy to use reference tool covering basic concepts and the elements described in the applicable ISO 14001 series of standards.

The text and the Software is a valuable time saver for those companies that are in a process of writing and organizing the Documentation for the certification and further improvement purpose. The Manual and Procedures provided in the Software can be easily tailored to incorporate changes to add organizational requirements and step wise guidance how to develop and implement the System. Explicit working formats are provided to execute the impact analysis and management review, identifying aspects of significant environmental impacts based on applicable international and local legislation, provide ratings for aspects of significant impacts, define policies, objectives and targets, develop programs and establish emergency preparedness. Reducing the anxiety of middle management to defining EMS related terminologies. The package removes the difficulty of translating the theory of ISO 14001 standard into real action.

ADVANTAGES

The major advantages can be summarized as follows for individual company.

- Reduced consultation cost
- Reduce system development time.
- Reduced Implementation and certification time
- Affordable minimal price
- No international trade barriers.
- Zero accidents
- Regulatory compliance (local and international)
- Operational cost saving
- Healthy and safe work environment at the site
- Reduction of penalties
- Reduction of waste generation and disposal cost
- Energy conservation
- Reduction of raw material / resource usage

- Marketing edge over the competitors
- Improved company credibility
- Reduction in Insurance premiums
- Uninterrupted operations
- Good public opinion
- Improved process efficiency
- Global Recognition

This electronic documentation package “ISO 14001” will definitely give the edge for recognition of environmental administration approach to respect mother nature of National & International level. Many companies and industrial zones around the world have benefited from this offer, YOU CAN BE THE NEXT.

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Recommended Readings

Prevent

- Air pollution
- Soil pollution
- Under ground water pollution
- Acid rain
- Excretion of toxic waste
- Ozone depletion
- Increase level of CO₂
- Global warming
- Noise pollution

How you can develop EMS and Proceed to Certification

The development of the EMS can be achieved as follows:

- Environmental impact analysis / management review
- Identify the aspect of significant adverse impact on environment.
- Set improvement objectives / set targets
- Implement improvement program
- Implement control procedures that may generate positive aspects
- Conduct education and training
- Implement monitoring system
- Review your Environmental Management System Manual

How Wisdom 2000CD ROM Helps you

The most difficult, expensive and time-consuming part is the development of environmental management system manual and applicable standard operating procedures. Wisdom 2000CD resolve your problem to establish

- Policy
- Identification of aspects / impacts
- Regulatory requirements
- Setting objectives

- Identifying roles & responsibility
- Training
- Communication
- Documentation
- Document Control
- Operational Control
- Emergency procedure
- Monitoring
- Non-conformance
- Records
- Audits
- Management review

System requirements

- Pentium 1 processor or higher
- Minimum memory: 16 MB of RAM
- Free Disk Space: 15MB
- CD ROM drive (4x)
- SVGA monitor: 800 x 600
- 256 color display

Accessing the Files

- 1) Open Microsoft Word
- 2) Select FILE, the OPEN
- 3) Locate the CD-Rom drive
- 4) Double click the file you wish to view