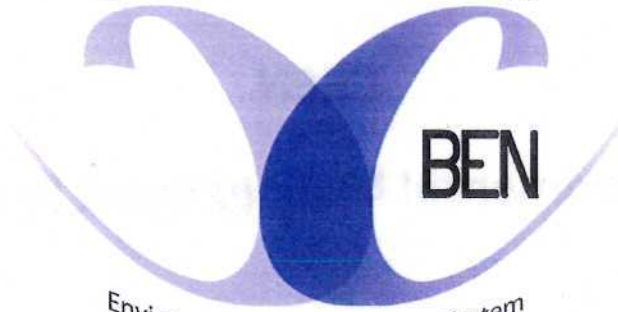


PROVIDING PROFESSIONAL SERVICES TO BUSINESS



Environmental Management System



# Environmental Management System Criteria

# CBEN

## Environmental Management System

The CBEN Environmental Management System Scheme will support the development and continual improvement of a bespoke Environmental Management System for your business which will demonstrate that the organisation meets, and will continue to meet its legal and Environmental Policy requirements.

**Your organisation will create, document and implement an Environmental Management System. This system will help you identify and document the impact your business has on the environment and hopefully identify ways in which you can continually reduce that impact.**

### 1. Aspects and Impacts

Your organisation needs to create, implement and document the environmental aspects of its activities, products or services. The organisation would then need to assess what impacts those aspects have on the environment. A system to address the significance and the frequency of the Impacts need to be documented

An aspects and impacts evaluation will form the basis of your Environmental Management System

This assessment needs to be kept up to date and any changes to the Impacts need to be acted upon.

### 2. Objectives and Targets

Your Environmental Management System needs to incorporate some Objectives and Targets for the organisation over a definite time period. Your organisation needs to create and implement a programme to help you achieve your objectives and targets.

When writing your Objectives and Targets remember to take into account your Environmental Policy, legal requirements, financial restraints and the time frame for the objectives.

### 3. Environmental Policy

An Environmental Policy needs to be created and implemented by top level management. The issues

that your policy has to address are:

- Appropriately matches the size and nature of your organisation
- Incorporates scope for continual improvement to all your usages
- Includes a commitment to adhere to relevant legal requirements
- It needs to be communicated and available to all (staff, partners, general public, etc)

This policy needs to be documented, implemented and maintained.

#### 4. Legislation

Your organisation needs to create, implement and continually check a procedure to ensure compliance with relevant legislation. Document the legislation, ensure continual compliance and compliance with any new legislation that may impact on the business.

#### 5. Training and Awareness

Your organisation needs to make all staff aware of their responsibility relating to your Environmental Management System.

As an organisation you also have the responsibility to ensure that your staff receive the relevant training to help the organisation achieve its aims with the Environmental Management System.

#### 6. Communication

Communicating your environmental management system is an important part of its structure. Your organisation needs to create and implement a system to communicate this internally and externally. You should also be able to demonstrate the effectiveness of your communication.

#### 7. Procedural

Your organisation needs to create, implement and continually check documented procedures for all activities relating to the Environment.

##### - Roles and Responsibilities

Roles and responsibilities need to be clearly defined to ensure effective implementation and continued compliance to your Environmental Management System.

##### - Operational Control

Your organisation will need to create, implement and maintain a documented procedure to control all situations that could arise which could lead to a deviation from your EMS. This should also include your use of goods and services and communicating the procedures to your suppliers, partners and

contractors.

- Emergency Procedures

Your organisation needs to create, implement and maintain a procedure which identifies any potential emergencies and accidents that may impact on the environment.

It should include the protocol to prevent or reduce the impacts on the environment should these situations arise.

These procedures should be periodically reviewed and updated where necessary and they should also be tested where possible.

- Documents

Your organisations EMS documents should explain:

- ✚ The Objectives, Targets and Environmental Policy
- ✚ Scope of your EMS including a hierarchical structure
- ✚ Describe the main points of the EMS
- ✚ Effective planning, control and operation of its environmental aspects.

- Document Control

Your organisation should create, implement and maintain a procedure to

- ✚ Enable approved document to be added to the EMS
- ✚ Review and update all parts of the EMS
- ✚ Ensure revision statuses of documents are clearly identifiable.
- ✚ Ensure current versions of the EMS are available
- ✚ Ensure controlled distribution to relevant organisations

## 8. Auditing

This is not just auditing by CBEN Consultants. You need to create and implement a procedure to internally audit yourself on a regular basis. This should be more frequent than a yearly audit and it should take into consideration previous audits and points of action. This will ensure compliance with the scheme at all times.

CBEN Consultants will audit your business once a year to ensure compliance and check documentation. The Consultants will check that you have a timetable for internet audits and they will want to see evidence that they are being conducted.0

## 9. Monitoring

Monitoring and measuring the environmental impacts of your organisation needs to be done on a regular basis. You should create, implement and maintain a procedure that includes:

- Monitoring Performance
- Operational Controls
- Compliance with Objectives and Targets

Ideally monitoring should be quantitative and qualitative with a system created to record and analyse the findings.

## 10. Non – Conformance

You will need to create, implement and maintain a procedure which deals with all non-conformity issues and potential non-conformities. Within this procedure you will also have to indicate what preventative action you would take and what corrective action would be taken as a result of certain occurrences. You will need to identify and document the following relating to non-conformities:

- Corrective Measures
- Investigating
- Evaluating Preventative Measures
- Recording Corrective Actions and their Results
- Reviewing

## 11. Checking and Reviewing

You will need to create, implement and maintain a checking procedure which will allow you to monitor performance and conformity to your Environmental Management System. Once reviewed if any changes to the EMS are required they should be implemented. An annual review should be produced detailing achieved targets, new targets, any non-conformances, etc.

## 12. Continual Improvement

Once you have reviewed your EMS, which should be at least yearly, any changes should be made. Improvements can include changes to the environmental policy, objectives and targets, etc.

All changes should be documented and kept for future reference.

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