

## 11 - Checklist

## 11.1 Checklist inception of an EMS in a company

	TIPS for the environmental team and the dissemination of information during the implementation of the EMS										
	Tip/question/measure										
•	Discuss the allocation of necessary funds for the environmental team (e.g. working hours of the team members) in a "contracting" meeting with the management. Be prepared for a project duration of approximately six months. The necessary time frame involves:										
	<ul> <li>One five-day workshop to train the company representative;</li> </ul>										
	<ul> <li>A kick-off workshop in the company involving the environmental team;</li> </ul>										
	<ul> <li>Approximately five working groups meeting twice for half a day;</li> </ul>										
	<ul> <li>One to two days for internal auditing;</li> </ul>										
	External auditing.										
	Never forget to invite the board or/and to send them a report.										
	At the beginning, write a report at least quarterly.										
	For specific questions, consult internal or external experts.										
	As a means of integrating other employees at an early stage, invite them to take part in the selection of the name for the team.										
	Post information on the project on notice boards, etc.										
	For the organization of the workshops, you have to consider the following points:										
	<ul> <li>Time: working time/spare time/half and half;</li> </ul>										
	<ul> <li>Location: in the company or outside;</li> </ul>										
	<ul> <li>Form of invitation: by e-mail, posters, in person;</li> </ul>										
	Send programme in advance.										





### **CHECKLIST** for the work packages to be considered

#### 11.2 Checklist for the introduction of an Environmental management system (linewise, from left to right)

Checklist

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plans, cleaning environmental company regulations deviations, necessary	. ,	, , ,						, ,	laws	, vi
plans, descriptions programme inspection necessary						'				,
	plans, descriptions					' '				
	. , .					.,				measures)



## Checklist

## 11 – From CP to EMS

Drawing up a	Carry out the	Evaluation of the	Environmental	Defining the initial	Planning the man	Allocating tasks to	Coordination with	Management	Presentation of
checklist to assess the different areas/ departments of the organization	organizational assessment per department (external)	organizational assessment for each department and in general	register (relevant areas and their impacts on air, water, etc.)	programme (following the priorities of the register)	hours and investments required	employees	responsible managers	approval	the initial review
Gap analysis of requirements of ISO 14001	Determining the structure of the documentation (manual)	Structure of the work groups	Allocation of the identified contents from the gap analysis to the working groups (documentation and implementation)	Developing the process of document control	Meeting of all employees from all work groups and presentation of the manual	Clarification of the given assignment to work groups	Developing the contents and drawing up the documents within the work groups	Process for adjusting the environmental policy	Process for determination of the relevant environmental aspects
Process for collecting legal and other requirements	Process for setting goals at all levels	Process for developing the programme for implementation of goals	Process for defining responsibilities and authority for environmentally relevant areas (incl. environmental manager)	Process for training to enhance the environmental competence of the employees	Process for internal communication	Process for external communication	Process for the documentation of the EMS and identification of documents	Process for the control of documents (preparation, assessment and withdrawal)	Process for updating the policy, goals and the programme
<ul> <li>Ecological procurement</li> <li>Planning product/plant</li> <li>Maintenance</li> <li>Handling/storage of material</li> <li>Energy management</li> <li>Water/wastewater management</li> <li>Waste management</li> <li>Operation of environmentally relevant plants</li> </ul>		Process for utilisation of goods and services	Process for avoiding emergencies and assessing the effectiveness of measures	Process for monitoring processes with environmental impacts	Process for implementing corrective and preventive measures	Process for filing documentation of environmentally relevant data	Process for assessing the effectiveness of the system and measures	Process for management evaluation of the system and its impact	Consistency of document check
Releasing documents	Activation of document control	Training and information for employees							
Identification of the audit area and scope for the core team	Selection of auditors (internal or external)	Training of auditors	Audit planning for the year (based on environmental impacts and programme)	Detailed audit planning for specific areas by the auditor and division manager	Development or revision of the audit checklists for respective divisions	Auditing	Writing the audit report	Initiating corrective action (short-term, long- term, programme)	Feedback and deviation report



# Checklist 11 – From CP to EMS

Writing the	Drawing up a new	Drawing up a new	Review by	Environmental	Approval of the			
review report	programme	audit plan for the	management,	report	environmental			
for	(concept)	year	approval of the		report by			
management			environmental		management			
			programme					
Selection of the	Timetable for the	Carrying out the	Effecting the	Publication of the				
certification	certification audit	certification audit	required	report by the				
body			corrections to the	company and/or				
			documents and	for interested				
			the system	stakeholders				
Continuation:	Training and	Launching of the	Carrying out	Setting new goals,	Updating legal	Examining the		
update data,	information	environmental	audits to ensure	development of a	register	effectiveness of		
indicators, success		programme and	continuous	new programme,		measures		
stories and the		monitoring its	improvement	audit plan and		suggested in the		
programme		implementation		training plan		review process		