

[Organization logo]

[Organization name]

Commented [14A1]: All fields in this document marked by square brackets [] must be filled in.

ENVIRONMENTAL MANUAL

Commented [14A2]: If you want to find out more about the Environmental Manual, see: What is an environmental management system manual?
<http://advisera.com/14001academy/knowledgebase/what-is-an-environmental-management-system-manual/>

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1. About organization

[Basic information about the organization and its production and/or service provisioning program]

2. Purpose, scope and users

The Environmental Management System (EMS) is applied to the processes and locations of [organization name] defined in the Scope of Environmental Management System (EMS) and serves to demonstrate the organization's commitment to pollution prevention and continuous improvement of environmental protection.

Users of this document are all employees of [organization name].

3. Terms and Definitions

For the purpose of this Environmental Manual, [organization name] references the terms and definitions listed in the ISO 14001:2015 standard.

4. Context of the organization

4.1. Understanding the organization and its context

[Organization name] considers the context of the organization according to the *Procedure for Determining the Context and Interested Parties*.

4.2. Understanding the needs and expectations of interested parties

[Organization name] has determined the interested parties and their needs and expectations

4.3. Determining the scope of the Environmental Management System

[Organization name] has determined the boundaries

4.4. Environmental Management System

[Organization name] has established and implemented the EMS, which is maintained and continually

5. Leadership

5.1. Leadership and commitment

The top management of [organization name] is taking accountability for the effectiveness of the EMS and providing resources ensuring that the **Environmental Policy** and **Environmental Objectives and**

[organization name] is taking accountability for the effectiveness of the EMS and providing resources ensuring that the **Environmental Policy** and **Environmental Objectives and**

The top management ensures that EMS requirements are integrated into [organization name]'s

The top management communicates the importance of an effective EMS, promotes continual improvement,

5.2. Environmental Policy

[Organization name] has defined an **Environmental Policy** as a separate document and made it available to employees and the public.

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5.3. Organizational roles and responsibilities

Responsibilities and authorities for relevant roles are assigned by the top management and communicated within [organization name]. The top management assigns roles and responsibilities

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6. Planning

6.1. Actions to address risks and opportunities

6.1.1. General

While planning the EMS, [organization name] determines the context of the organization, needs and expectations of interested parties, and risks and opportunities related to environmental aspects.

[organization name] determines risks and opportunities related to environmental aspects, compliance obligations, context of the organization, and needs and expectations of interested parties

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Risks and opportunities related to environmental aspects are defined in *Process Aspect Chart*, compliance obligations in

[organization name]

opportunities related to the context of the organization are documented in free form, according to the [redacted]

6.1.2. Environmental aspects

[Organization name] performs identification of environmental aspects within the scope of the EMS and evaluates their significance or potential significance. The process of identification of [redacted]

normal business operations as well as cases of emergencies/accidents. A method of identifying environmental aspects and [redacted]

6.1.3. Compliance obligations

In accordance with the nature of its business activities, [organization name] complies with a certain number [redacted] protection.

The process of identification and periodic evaluation of compliance with these requirements is [redacted]

6.1.4. Planning action

[Organization name] plans actions to address its significant environmental aspects, defined in **Process Aspect Chart**; compliance obligations, in **List of Interested Parties, Legal and Other Requirements**;

6.2. Environmental objectives and planning to achieve them

6.2.1. Environmental objectives

As part of the cycle of pollution prevention and continual improvement of environmental protection, [job title] continuously defines measurable and timed environmental objectives for the relevant [redacted]

Environmental objectives are consistent with the Environmental Policy and prescribed to all levels and functions in [organization name], including significant environmental aspects, management and resource preservation,

6.2.2. Planning actions to achieve environmental objectives

The plans for achieving the objective are made for each defined environmental objective.

[organization name]

Activities in the plans to achieve environmental objectives, responsibilities, deadlines, and resources for the realization of the objectives are defined and documented in **Environmental Objectives and** [redacted]
[redacted]
[redacted]
review.

7. Resources

7.1. Resources

[organization name] determines and provides resources needed for establishment, implementation, maintenance, and continual improvement of the Environmental Management System.

7.2. Competence

[Organization name] disposes the necessary staff with the necessary knowledge and skills,

[redacted]
[redacted]

In cases where it is deemed necessary and justified, [organization name] will hire competent external personnel and organizations from [redacted]
[redacted]

Managers are responsible for identifying the needs and conducting professional training of employees who carry out activities that may have a significant impact on the environment.

Each organizational part manager /process owner is responsible for the suitable competency of his workers, on the basis of education, training, and/or work experience, in accordance with the requirements of their work.

[redacted]
[redacted]

Competence, Training and Awareness Procedure. Records of completed training and training effectiveness are kept by the management representative.

7.3. Awareness

[organization name] ensures that persons doing work under its control are aware of the

[redacted]
[redacted]

7.4. Communication

[organization name] uses different forms and methods of internal and external communications, as

[redacted]
[redacted]

[Redacted text]

7.5. Documented information

Documented information of the Environmental Management System is carried out through the following documents:

- Policy, Environmental Objects and Targets
- Environmental Manual
- [Redacted text]
- [Redacted text]
- Documents, including records, for which [organization name] has determined to be necessary, are given in the *List of Internal Documents*

8. Operation

8.1. Operational planning and control

In accordance with the Policy, objectives and targets for all operations and activities of [organization name] that are estimated to be associated with the identified significant environmental aspects are

[Redacted text]

8.2. Emergency preparedness and response

[organization name], in order to identify, prevent, and mitigate the negative impact on the

[Redacted text]

dealing with potential hazardous situations, taking into account the probability of their occurrence and severity of environmental consequences that may occur.

[Redacted text]

[organization name] maintains the proper equipment necessary for prevention and response in case of a hazardous situation.

9. Performance evaluation

9.1. Monitoring, measurement, analysis and evaluation

9.1.1. General

[organization name]

Activities of monitoring and measurement refer to the key characteristics of [organization name]'s operations that can have a significant impact on the environment, environmental protection

Activities of measurement of significant environmental aspects that are regulated and prescribed by

Commented [14A5]: The measurements that are needed, but
Commented [14A6]: Adapt to the organization's needs.

If equipment for internal monitoring and measurement is used, it will be calibrated and recorded in the **Equipment Calibration Record**.

9.1.2. Evaluation of compliance

An activity of evaluation of compliance with legal and other requirements, with which the organization has agreed, is conducted periodically. [Job title] evaluates and keeps adequate records

Determining Context of the Organization and Interested Parties.

9.2. Internal Audits

EMS internal audits in [organization name] are conducted at planned intervals according to the

9.3. Management Review

The top management of [organization name] reviews [redacted]. At the EMS management review meeting, review inputs are analyzed. The management review process is described in the **Procedure for Management Review**.

10. Improvement

10.1. General

[organization name] determines opportunities for improvement and implements necessary actions to achieve the intended outcomes of the EMS.

10.2. Non-conformities and Corrective Actions

managing mechanisms are not adequate for maintaining the required level of EMS effectiveness.

10.3. Continual improvement

[organization name]

[organization name] continually improve the suitability, adequacy, and effectiveness of the Environmental Management System to enhance environmental performance.