



loop

ENVIRONMENTAL NETWORKS LTD.

EMS CHECKLIST

Getting started

- Obtain senior commitment
- Assess current situation
- Define scope of EMS and key responsibilities
- Define resource requirements
- Identify preferred certification body
- Agree implementation

Planning and Development

- Identify aspects and impacts
- Define methodology for determining significance
- Prepare register of legal and other requirements
- Develop/review policy statement
- Agree objectives and targets
- Agree management programme
- Agree key performance indicators

Implementation and Operation

- Review training needs
- Define communication strategy
- Develop EMS manual
- Develop document control system
- Develop operational control procedures
- Define emergency procedures and contingencies

Checking and Corrective Action

- Determine monitoring requirements
- Develop procedures for correcting non-conformances
- Develop record-keeping systems
- Define EMS audit requirements

Management Review

- Review policy
- Review improvements made
- Review objectives and targets
- Refine EMS documentation

Certification

	IN-HOUSE CAPABILITY?	GENERAL ADVICE REQUIRED?	SPECIFIC ADVICE REQUIRED?
Getting started	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●
Planning and Development	● ● ● ● ● ●	● ● ● ● ● ●	● ● ● ● ● ●
Implementation and Operation	● ● ● ● ● ●	● ● ● ● ● ●	● ● ● ● ● ●
Checking and Corrective Action	● ● ● ●	● ● ● ●	● ● ● ●
Management Review	● ● ● ●	● ● ● ●	● ● ● ●
Certification	N/A	●	●