



Taking Care of the Basics®

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"--blessed is he who trusts in the Lord." Proverbs 16:20

The 10 Essentials for an Effective Environmental Management System by Davis Woodruff, PE, CMC

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An Environmental Management System (EMS) that meets the requirements of ISO 14001 is a sure way to improve environmental performance of your organization and most likely save you money at the same time.

Through experience with clients and empirical research over the past few years (actually with ISO 14001 since it was issued in 1996) we have identified 10 essentials for an effective EMS.

The Ten Essentials are:

1. The relevant environmental legal and other requirements are kept up to date using a planned process and you are meeting those requirements.
2. The Environmental policy & objectives are clearly defined and understood within the organization.
3. A well defined process is used to identify all environmental aspects and impacts.
4. Resources and infrastructure to meet objectives are provided.
5. Methods to measure environmental performance are defined and implemented.
6. The environmental targets and objectives are used to drive implement environmental management programs (EMP's) required by the standard and to continual improvement.
7. Preventing environmental nonconformities and eliminating causes of nonconformities is systematic and managed as a process.
8. Emergency response procedures are very clear, easily understood and periodically tested.
9. The environmental aspects of processes take into account start-ups, shut-downs, routine operations, abnormal operations and emergencies.
10. Management involvement in the system and thorough management reviews of the system. (These should be working meetings and not just "dog and pony" shows.)

"Environmental performance is not just about being a good corporate citizen; it can also be about saving your business money and improving profits."

6 More Traps to Avoid with Your QMS or EMS*

(Continued from the last issue, see the May for the 8 traps to avoid)

Aspect: anything that we do (activities, processes, etc.) in our business that interfaces with the environment.

Impact: how the aspects affect the environment, either positively or negatively.

Consider air, land, water and anything that crosses your property line.

1. Too much detail in procedures

- Sometimes less is better, don't over-do it with procedures that you can't follow nor maintain.
- Don't be so specific that it is impossible to do what you say.

2. Understanding the requirements

- Be sure you understand what the ISO standard actually says.
- Be sure you have a process for understanding customer requirements.
- Implement an effective process for identifying environmental aspects and impacts in all areas of the business.

3. Clarify the Scope of the System

- Include all processes in the scope if appropriate.
- When a process or area is not within the scope, clearly justify why it is being left out.
- Generally, the scope statement should be straightforward.
- If you exclude Design from your scope, then it must be clear that your organization is not design responsible for your products.

4. Legal and Other Requirements

- Define your process for updating all legal and other requirements that must be met by your organization.
- Use a simple approach such as a spreadsheet to keep records that will indicate your reviews, the latest version of the regulation and status.

5. Process and Operational Control

- Identify key control points in your processes.
- For the EMS use a daily walk around type checklist to help you improve in maintaining operational control of aspects.
- Follow-up to be sure actions taken are effective.

6. Use Your Internal Audit Results

- Both ISO 9001 and ISO 14001 require internal audits, so use the results to identify areas for improvement; not just as a way to find non-conformances.
- Consider using outside auditors for your internal audits to get a fresh look at your system.
- Involve the management team in audit reviews

*QMS = Quality Management System

*EMS = Environmental Management System

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LEARN

Success Factor 46

(Excerpted from Davis' book ***Taking Care of the Basics: 101 Success Factors for Managers***, page 46, order it from amazon.com; authorhouse.com; bamm.com and others)

Working Definition: Grasping new ideas and principles, especially in the areas of human relations and technology.

Success Factor: The work place is changing rapidly and constantly driven by costs and competition. Effective managers respond, adapt to and become proactive by learning new skills and information.

Application: Look for opportunities to learn. Don't avoid learning new skills and techniques and technologies. Be willing to grasp new ideas and approaches.

Verses to Consider: Proverbs 23:12; II Timothy 2:15

Being More Successful: What do you need to learn this week? This month? This year?

To Do: Make an effort learn new stuff that will affect how you work and how you work with your people. Read technical journals or management materials each week and apply what you learn. A good management text, perhaps the best ever written, is the Holy Bible. Read it every day and learn.

Email Tip: Go through you inbox and delete the old stuff or move it to useful folders. Un-clutter your email life!

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