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Nota di contenuto	Copyright; Contents; Preface to the revised edition; Preface; Acknowledgements; About the author; 1. Introduction to environmental management; What is environmental management?; What are the benefits?; ISO 14001; What will it cost?; This book; 2. The global perspective; International and governmental action; A comprehensive overview; The waste hierarchy; Environmental management systems; 3. Brief history of environmental standards; BS 7750; EMAS; ISO 14001; 4. Introduction to ISO 14001; Introduction; The clauses of ISO 14001; Annex A and ISO 14004 The structure of the documented environmental management system The ISO 14000 family; Similarities with ISO 9001; 5. Planning the project; Introduction; Step 1: Commitment; Step 2: Resources; Step 3: Communication; Step 4: Environmental aspects and legislation; Step 5: Management objectives; Step 6: Procedures; Step 7: Writing the manual; Step 8: Launching the system; Step 9: Auditing; Step 10: Choosing your assessor; Step 11: Assessment; The overall programme and timetable; Customer concerns; Other programmes; Conclusion; Using consultants; 6. Policy and planning Environmental policy (ISO 14001 Clause 4.2) The starting position (Step 4); Carrying out the environmental review; Environmental aspects

(Clause 4.3.1); Legal and other requirements (Clause 4.3.2); Setting objectives and targets (Clause 4.3.3) (Step 5); Environmental management programme (Clause 4.3.4); 7. Implementation and operation; Introduction; Structure and responsibility (ISO 14001 Clause 4.4.1); Training, awareness and competence (Clause 4.4.2); Communication (Clause 4.4.3); Environmental management system documentation (Clause 4.4.4); Document control (Clause 4.4.5) Operational control (Clause 4.4.6) (Step 6) Emergency preparedness and response (Clause 4.4.7); Work Instructions; 8. Checking, corrective action and management review; Monitoring and measurement (Clause 4.5.1); Nonconformance and corrective and preventive action (Clause 4.5.2); Records (Clause 4.5.3); Environmental management system audit (Clause 4.5.4); Management review (Clause 4.6); 9. The Environmental Management Manual (Step 7); Introduction; The purpose of the manual; Planning the manual; Manuals and operating procedures are different types of document; Contents of a manual 10. The launch (Step 8) Introduction; Management meeting; Planning document distribution; Communication; Training; 11. Internal environmental auditing (Step 9); Introduction; The audit programme; Selecting and training of auditors; Standards for environmental auditing; 12. Assessment (Step 10); Introduction; Choosing an assessor; Quotations; Document review; Pre-visit; Preparing for the assessment proper; The assessment; Surveillance visits; 13. EMAS; Introduction; The similarities; The differences; 14. Final thoughts; Integrated management systems; SMEs and ISO 14001 Appendix A: Briefing notes for toolbox talks

Sommario/riassunto

The do-it-yourself manual, with steps to success and simple explanatory notes, designed for real companies. ISO 14001 Environmental Certification Step by Step has been written with smaller companies especially in mind. Dr. A.J. Edwards explains how to achieve the ISO 14001 standard aided by resources freely available from the accompanying website, including a sample manual and detailed sample registers and procedures. Together, these provide a quick and straightforward guide to achieving the requirements of ISO 14001 Environmental Certification. This revised edition has been up
