

ISO 14001 EMP Checklist for Small Marinas

Introduction

Integrate with current plans and principals Elements can be integrated with other management requirements to achieve environmental and economic goals.

- Check Clean Marina policies
- Check Clean Water programs
- Limit of cost and training

Commitments

From all levels and functions of the organization (especially top management)

- Check company commitment statement(s)

PDCA Process

- Plan - Objectives and process to deliver
- Do – Implement
- Check – Monitor, measure and report
- Act - Improve

Requirements

Identify (activity, product, service)

Determine Priority (Significant Aspect)

Document Requirements (legal, company, targets)

Implement (resources, responsibility, training)

Control (communication, documentation, emergencies)

Checking (monitor, measure, compliance, corrective actions)

Review (internal, management, formal)

Share (reports, recognize changes)

ISO14001 implementation cycle for continual improvement

ISO14001 follows the following Plan-Do-Check-Act cycle and principles:

i) Commitment & policy

Define an environmental policy and ensure senior management support its implementation. An initial environmental review is needed to establish the current position and identify gaps to be addressed as part of implementing ISO14001.

ii) Planning

Consists of:

Environmental aspects – identify significant environmental impacts of activities so can manage them.

Legal & other environmental requirements – identify and demonstrate compliance with applicable legislation and other relevant standards, such as codes of practice.

Objectives, targets and programmes – set Specific Measurable Achievable Realistic Timely (SMART) objectives to control significant impacts and improve environmental performance.

iii) Implementation

Consists of:

Resources, roles, responsibilities and authority – assign responsibility for managing parts of the EMS to specific staff and senior management with ownership of the EMS.

Competence, training and awareness – provide training to staff to ensure they are competent in delivering their part of the system.

Communication – internal and external communication about the EMS, to raise awareness, deal with complaints and provide information.

Documentation – documented system available for audit.

Control of documents – ensure system is maintained and up to date.

Operational control – address the day-to-day operations of the University to ensure significant environmental aspects are being managed.

Emergency preparedness and response – plans and procedures for how to deal with an emergency situation, such as an oil spill.

iv) Checking and corrective action

Consists of:

Monitoring and measurement – check, review, inspect and observe planned activities to ensure occurring as intended. Also, includes calibration of monitoring equipment.

Evaluation of compliance – check compliance with legislation

Non-conformity, corrective and preventive actions – deal with environmental issues identified through measurement, audit or reviews.

Records – maintain evidence of the operation of the EMS, such as waste transfer notes

Internal audit – check compliance with EMS.

v) Management review

Senior management annually review the EMS to ensure its continued suitability and effectiveness. This will demonstrate the continued commitment by senior management to the process and identify actions to continue improvement in environmental performance.