EMS Manual

ISO 14001:2026

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Contents

1 Approvals & Revision History 4
1.1 Approvals 4
1.2 Revision History 4
1.3 Proprietary Information 4
2 Introduction 5
2.1 Process Activity Map 5
2.2 Purpose 5
2.3 Applicability 6
2.4 Plan-Do-Check-Act Cycle 6
3 Terms & Definitions 6
4 About Our Organization 8
4.1 Organizational Context 8
4.2 Relevant Interested Parties 9
4.3 Management System Scope 10
4.4 Management System Processes 11
5 Leadership 14
5.1 Leadership & Commitment 14
5.2 Management System Policy 15
5.2.1 Establishing the EMS Policy 15
5.2.2 EMS Policy Statement 16
5.3 Roles, Responsibilities & Authorities 16
5.3.1 Top Management 17
5.3.2 EMS Manager 17
5.3.3 Environmental Coordinator 17
5.3.4 Managers & Supervisors 18
5.3.5 Workers & Contractors 18
6 Planning 19
6.1 Actions to Address Risks & Opportunities 19
6.1.1 General 19
6.1.2 Environmental Aspects 20
6.1.3 Compliance Obligations 21
6.1.4 Risks & Opportunities 22

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6.1.5 Planning Action 23

6.2 Objectives & Planning to Achieve Them 23

6.2.1 EMS Objectives 23

6.2.2 Objectives & Plans to Achieve Them 24

6.3 Planning of Changes 25

7 Support 26

7.1 Resources 26

7.2 Competence 27

7.3 Awareness 27

7.4 Communication 28

7.4.1 General 28

7.4.2 Internal Communication 28

7.4.3 External Communication 29

7.5 Documented Information 30

7.5.1 Management System Documents 30

7.5.2 Creating, Updating & Issuing 30

7.5.3 Controlling Documented Information 30

8 Operations 32

8.1 Operational Planning & Control 32

8.2 Emergency Preparedness 33

8.2.1 Emergency Management Plan 33

8.2.2 Emergency Drills 33

8.2.3 Environmental Incidents & Near-Misses 34

9 Performance Evaluation 35

9.1 Monitoring, Measurement, Analysis & Evaluation 35

9.1.1 General 35

9.1.2 Evaluation of Compliance 36

9.2 Internal Audit 36

9.2.1 General 36

9.2.2 Internal Audit Programme 37

9.3 Management Review 37

9.3.1 General 37

9.3.2 Inputs 38

9.3.3 Outputs 38

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10 Continual Improvement 40

10.1 General 40

10.2 Nonconformity & Corrective Action 41

Appendices 43

A.1 Interaction of Processes 43

A.2 Organization Chart 44

A.3 Correlation Matrix 45

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2 Introduction

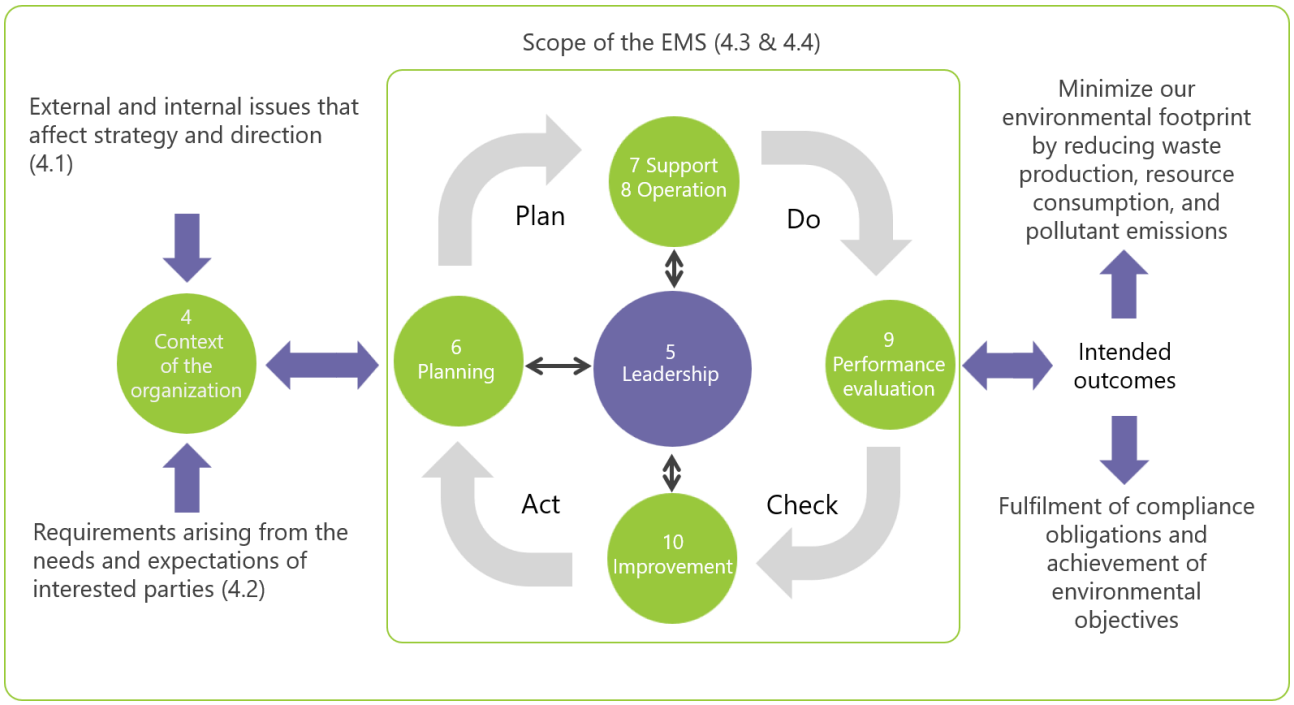
Our organization has developed and implemented an environmental management system (EMS) that uses ISO 14001:2026 as a framework, enabling us to document and improve our practices to better meet the needs and expectations of our stakeholders and interested parties.

2.1 Process Activity Map

The process overview (turtle diagram) provides stakeholders, process owners, and participants with a high-level view of the management system's interactions.

The figure below illustrates our methodology for developing our environmental management system, using the plan-do-check-act process to implement and deliver management system objectives and stakeholder requirements, and to achieve compliance.

Figure 1: Overview of the environmental management system



Certification to ISO 14001 will help achieve these intended outcomes and demonstrate that the environmental management system is effective and provides value to our organization and its interested parties.

2.2 Purpose

This document describes our environmental management system and delineates the authorities, interrelationships, and responsibilities of personnel within it. The manual also provides references to procedures and activities that comprise our management system.

The document is used to familiarize stakeholders and other external organizations or individuals with the environmental controls that our organization has implemented. The controls defined herein demonstrate to all interested parties that our environmental management system is focused on protecting the environment, fulfilling our compliance obligations, and continually improving our environmental performance.

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2.3 Applicability

Our environmental management system meets the requirements of ISO 14001:2026 and uses the Plan-Do-Check-Act approach to process planning. Our environmental management system addresses and supports our strategies for the <design, development, manufacturing, installation, and servicing of our products>, <also insert the registered address of our organization and/or facilities here>

2.4 Plan-Do-Check-Act Cycle

The operation of the environmental management system is achieved through the Plan-Do-Check-Act (PDCA) cycle, with a focus on risk-based thinking, leveraging opportunities, and preventing undesirable outcomes. (PDCA) Closed Loop Cycle can be briefly described as follows:

1. Plan: Establish the objectives relevant to the environmental management system and its processes; plan for the resources needed to deliver results in accordance with stakeholders' requirements and organizational policies; identify and address business risks and opportunities;
2. Do: Implement what was planned;
3. Check: Monitor and (where applicable) measure the processes, the resulting products, and services against policies, objectives, requirements, and planned activities, and report the results; and
4. Act: Close the loop by taking actions to improve the management system's performance, as necessary

3 Terms & Definitions

In addition to ISO 14001:2026, we also refer to other relevant British and/or international standards, as well as stakeholder specifications appropriate to our products and market.

Standard	Title	Description
BS EN ISO 14001:2026	Environmental management systems	Requirements with guidance for use
BS EN ISO 19011:2018	Auditing management systems	Guidelines for auditing

This document does not introduce any new definitions but rather relies on the following:

1. Definitions typically used by our stakeholders, interested parties, or marketplace;
2. Terms typically used in standards and regulations as they relate to our processes and products;
3. Standard business terminology;
4. Terms and vocabulary commonly used in <engineering> practices.

Terms and definitions are as follows:

- **Risk: the effect of uncertainty on objectives. In the context of the EMS, risks and opportunities relate to environmental aspects, compliance obligations, and other issues or requirements identified under Clauses 4.1 and 4.2.**
- **Environmental Aspect** – Element of an organization's activities, products, or services that can interact with the environment.
- **Environmental Impact** – Change to the environment, whether adverse or beneficial, wholly or partially resulting from the organization's environmental aspects.
- **Environmental Objective** – Objective set by the organization consistent with its environmental policy.

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- **Requirement** – Need or expectation that is stated, generally implied, or obligatory.
- **Compliance Obligation** – Legal requirements that the organization has to comply with, and other requirements that an organization has to or chooses to comply with.
- **Risks and Opportunities** – Potential adverse effects (threats) and potential beneficial effects (opportunities).
- **Competence** – Ability to apply knowledge and skills to achieve intended results.
- **Documented Information** - Information that is required to be controlled and maintained by an organization and the medium on which it is controlled.
- **Life Cycle** – Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.
- **Outsource** – Make an arrangement where an external organization performs part of the organization's function or process.
- **Audit** – A systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria set by the organization are fulfilled.
- **Nonconformity** – non-fulfillment of a requirement.
- **Corrective Action** – Action to eliminate the cause of a nonconformity and to prevent recurrence.
- **Continual Improvement (see 10.1 in ISO 14001:2026)** – Recurring activity to enhance performance.
- **Monitoring** – Determining the status of a system, a process, or an activity.
- **Performance** – Measurable result.

Abbreviations and definitions specific to the environmental manual are as follows:

1. **EMS**: environmental management system;

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4 About Our Organization

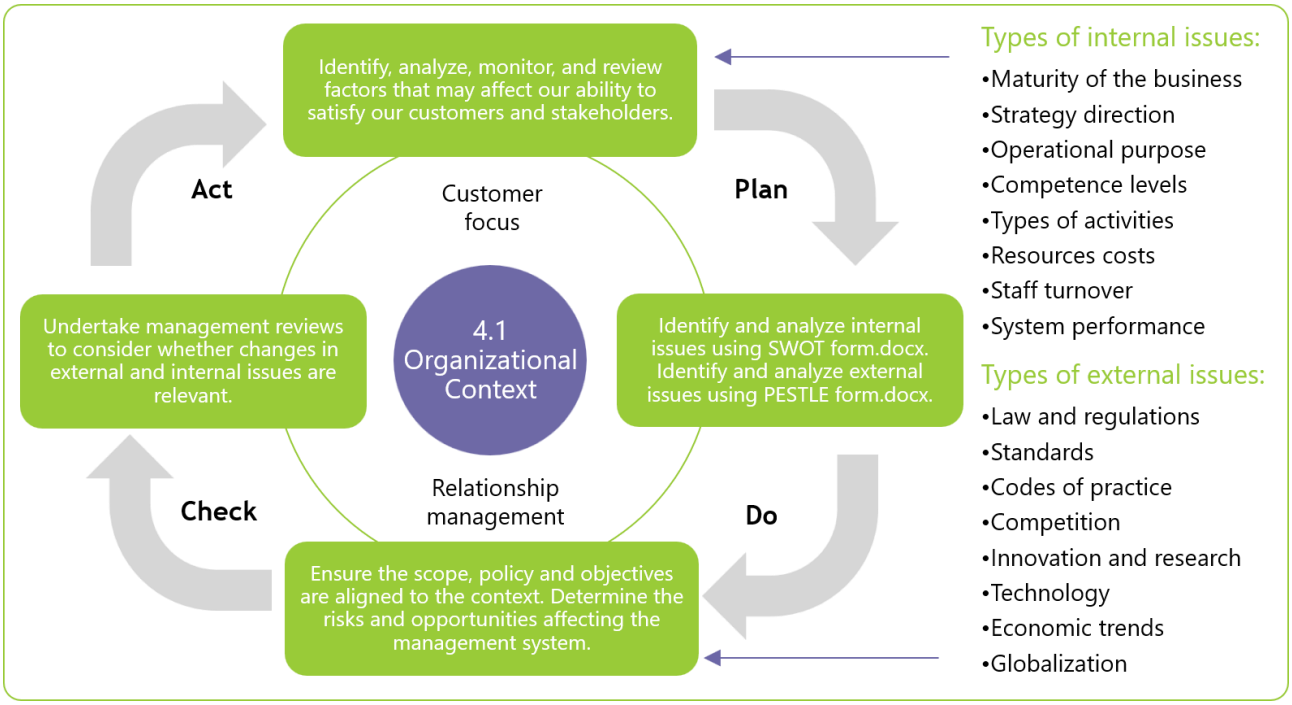
4.1 Organizational Context

Our organization is committed to defining its position in the marketplace and understanding how relevant factors arising from legal, political, economic, social, and technological issues influence its strategic direction and organizational context.

Our organization identifies, analyzes, monitors, and reviews factors that may affect our ability to satisfy our stakeholders, as well as factors that may adversely affect the stability and integrity of our processes and our management system.

To ensure that our organizational context aligns with our strategy whilst taking account of relevant, influential internal and external factors, our organization collates and analyzes information pertinent to those factors to identify issues that may be affected by our activities, products, and services.

Figure 2: Context Discovery Process



Similarly, we identify internal and external issues that could affect our organization's ability to deliver products, services, or activities. Broadly, these issues are defined as:

Internal issues – conditions related to our organizational activities, products, services, strategic direction, culture, people, knowledge, processes, and systems. Using *SWOT analysis* provides our organization with a framework for reviewing and evaluating our strategies, position, and direction, business propositions, and other ideas.

External issues – conditions related to cultural, social, political, legal, regulatory, financial, technological, economic, and competition at local, national, or international levels. Using *PESTLE analysis* provides our organization with a framework for measuring our market and growth potential.

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Environmental issues – conditions related to climate change, air quality, water quality, land use, natural resource availability, biodiversity, or ecosystem health that can either affect our organization's purpose or be affected by our environmental aspects, which our organization must manage.

The output from this activity is evident in the consideration of risks and opportunities, and in the actions we take to address them. For more information about our risk and opportunity management framework, refer to Section 6.1.

Although we acknowledge that ISO 14001 does not require our organizational context to be maintained as documented information, we maintain and retain, in addition to this document, the following documented information that describes our organizational context:

1. Analysis of business plans, strategies, and statutory and regulatory commitments;
2. Analysis of technology and competitors;
3. Technical reports from experts and consultants;
4. SWOT analysis reports or schedules for internal issues;
5. PESTLE analysis reports or schedules for external issues;
6. Minutes of meetings (management and design review minutes), process maps and reports, etc.

SWOT analysis provides our organization with a framework for reviewing and evaluating our strategies, position, direction, business propositions, and other ideas.

Similarly, PESTLE analysis provides our organization with a framework for assessing our market and growth potential based on external political, economic, social, technological, legal, and environmental factors.

Supporting documentation:

Doc No.	Title & Description
P0410-01	Context_Analysis_Procedure.docx

4.2 Relevant Interested Parties

Our organization recognizes that we have a unique set of interested parties whose needs and expectations change and evolve, and that only a limited subset of these apply to our operations or our environmental management system. Such needs and expectations broadly include those shown in the table below.

Interested Party	Requirements	EMS Critical	Compliance Obligation
Customers	Supply of goods and services to specification	Yes	Contractual
Employees	Continued employment	No	Contractual
	Safe working environment	Yes	Legal
Regulatory	Compliance with the law and regulatory reporting	Yes	Legal
Community	Social responsibility	Yes	Voluntary

To ensure that our products and processes continue to meet all relevant requirements, we identify and assess the potential impact of any relevant needs and expectations that may be elicited from interested parties.

Where appropriate, to ensure that our processes align with the requirements of our interested parties, we convert relevant needs and expectations into requirements that become inputs to our environmental management system and product and service designs.

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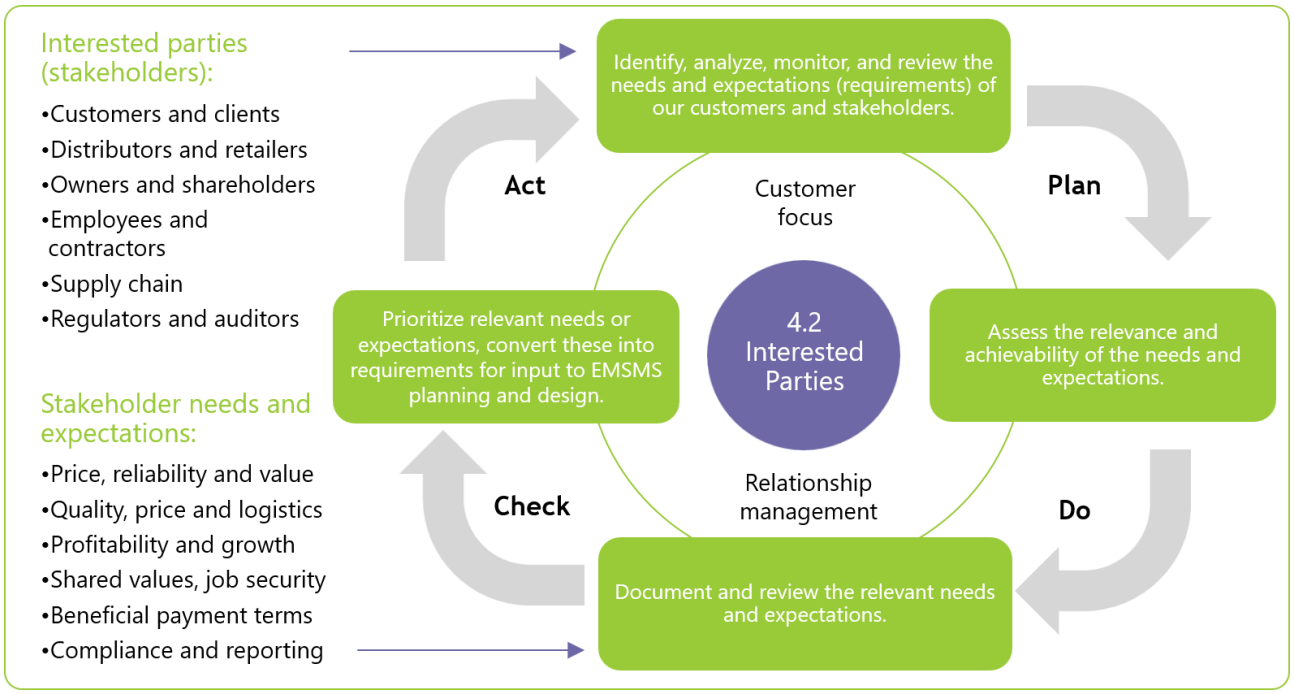
Prioritized relevant needs or expectations are converted into requirements that serve as inputs to environmental management system planning and to product or service design. The outputs from this process are typically used to inform the following sections and processes of this document:

1. Management system scope - 4.3;
2. Management system processes - 4.4;
3. Environmental aspect identification and assessment - 6.1.2;
4. Compliance obligations - 6.1.3;
5. Risk and opportunities - 6.1.4;
6. Communication - 7.4;
7. Operations - 8.0.

Our organization recognizes that we have a unique set of interested parties whose needs and expectations change and develop over time, and that only a limited subset of their respective needs and expectations applies to our operational purpose.

Figure 3: Interested Parties and Their Needs and Expectations



Supporting documentation:

Doc No.	Title & Description
P0420-01	Interested_Parties_Analysis_Procedure.docx

4.3 Management System Scope

Based on the analysis of the issues and requirements identified in Sections 4.1 and 4.2, our organization has established the scope of our environmental management system to implement our objectives and the policies relevant to our context, legal requirements, the life cycle perspective of our products and activities, and our authority and ability to exercise control and exert influence on operational aspects.

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