

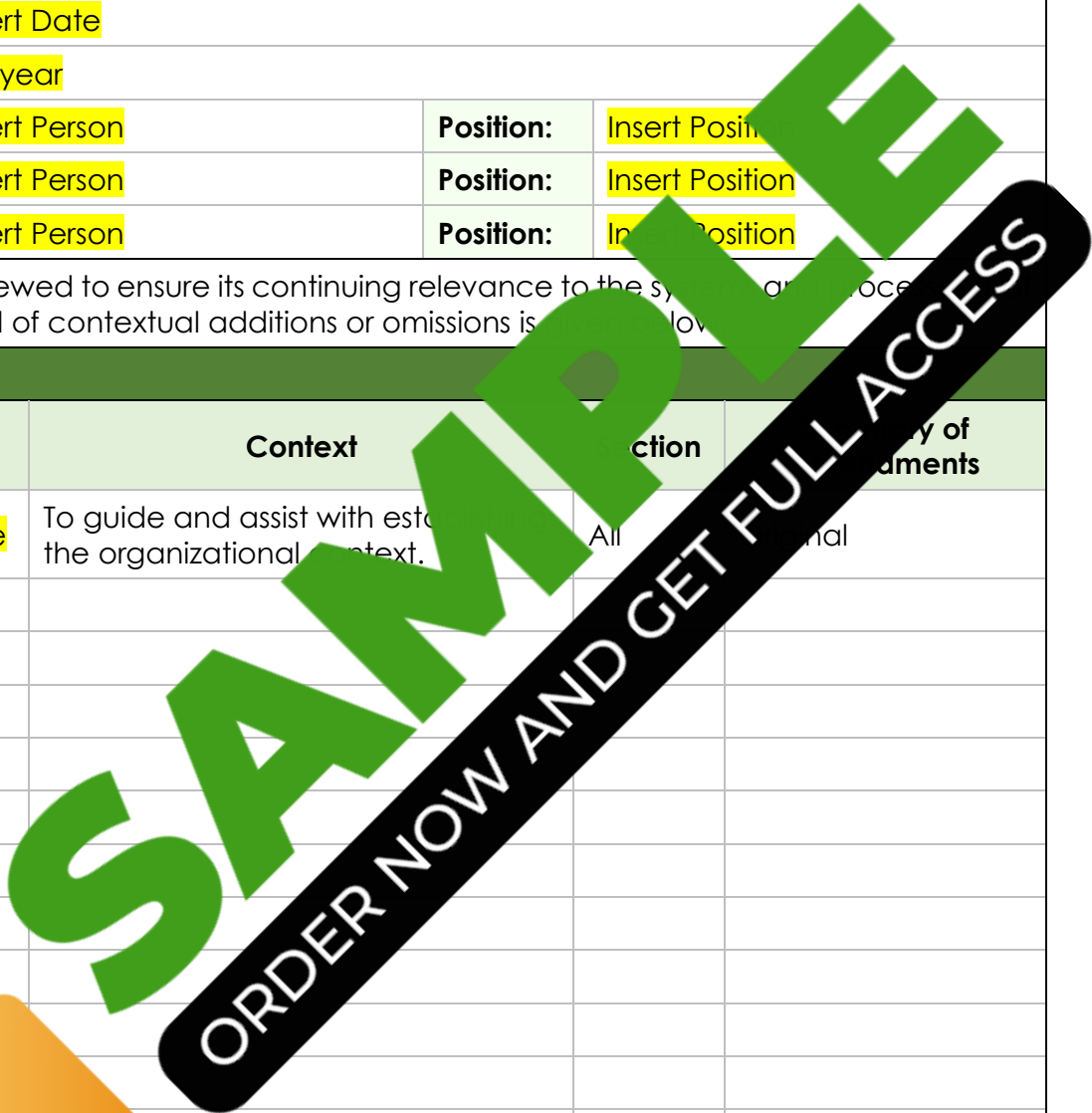
**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR THE
CONTEXT OF THE ORGANIZATION**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1 Overview of the Context of the Organization Assessment	5
6.2 Determining the Context	5
6.3 Interested Parties	5
6.4 Interest Party Requirements and Issues of Concern	6
6.5 Risks and Opportunities	6
6.6 Strategic Direction	7
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	7
8. REVIEW CRITERIA	7
9. RECORD MANAGEMENT	8
10. REFERENCES	8

1. APPROVAL

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Version	Date	Context	Number of Amendments
1.0	Insert Date	To guide and assist with establishing the organizational context.	All
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2. PURPOSE

The purpose of this procedure is to define the guidelines on how to establish the context of the organization and subsequent objectives and direction of **Insert Your Company** through the:

- Identification of interested parties.
- Analysis of internal and external issues of concern.
- Identification of the needs and expectations of interested parties.
- Relevant risks and opportunities.

3. SCOPE

This procedure applies to the processes of defining **Insert Your Company** in the marketplace and understanding how relevant issues arising from legal, economic, social and technological issues influence our strategic direction based on **Insert Your Company** organizational context.

4. TERMS AND DEFINITIONS

Term	Definition
Inputs	Resources such as personnel, materials, energy, information or financial that are put into a system to seek a desired output.
Interested Parties	Stakeholders who are affected by our products and services, or who can affect the performance of them, or those parties who may otherwise have a significant interest in (or to) Insert Your Company .
Objectives	The results to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Opportunities	The positive effect of uncertainty.
Outputs	The result of a process.
Processes	A set of interrelated or interacting activities which use inputs to deliver outputs.
Risks	The likelihood of a negative effect.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Understanding the needs of internal and external stakeholders to ensure that **Insert Your Company** environmental management system is effective.

- Conducting a 'context of the organization assessment' to identify interested parties, their issues of concern, needs and expectations and the associated environmental risks and opportunities.
- Developing the company's strategic objectives and direction based on the context of the organization.

Supervisors are responsible for:

- Supporting management with **Insert Your Company** environmental management system.

6. PROCEDURES

6.1 Overview of the Context of the Organization Assessment

It is vitally important to fully understand the needs and expectations of internal and external parties to ensure that the environmental management system is fully effective. To this end, senior management shall conduct a 'context of the organization assessment' to identify the 'interested parties' (stakeholders), their issues of concern, their needs and expectations and the associated environmental risks and opportunities derived from those matters.

The outputs of this assessment shall assist senior management with the development of the company's strategic objectives and direction.

E-MF-1 – Context of the Organization Register is the primary record for this assessment.

6.2 Determining the Context

In relation to ISO 14001 Environmental Management Systems there is no prescribed method of determining the context of the organization however, **Insert Your Company** follows this pragmatic three-step process:

1. Identify interested parties and their requirements, needs and expectations.
2. Identify internal issues that can affect our products, services, investments and other parties.
3. Identify external issues that can affect our organization's products, services, investments and other interested parties.

Senior management shall identify, assess and monitor those internal issues, external issues and other interested parties that have been identified.

6.3 Interested Parties

Interested parties are those stakeholders who receive our **products or services** or who may be impacted by them, or those parties who may otherwise have a significant interest in **Insert Your Company**.

The internal and external interested parties applicable to **Insert Your Company** shall be listed in *E-MF-1 – Context of the Organization Register*, along with the reason for their inclusion.

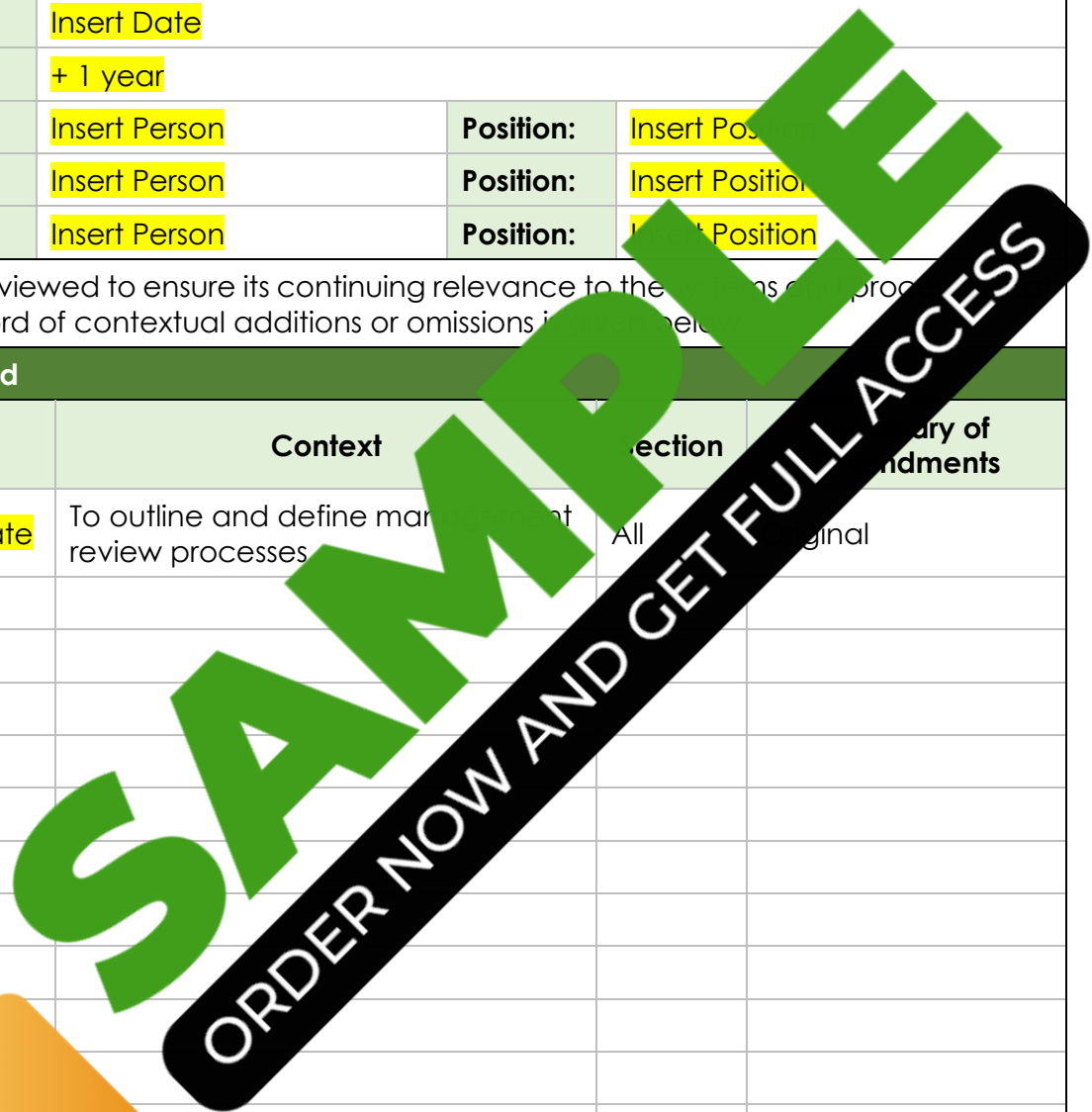
**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR
MANAGEMENT REVIEWS**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Management Review Process Overview	5
6.1.1. Management Review Process Flowchart.....	5
6.2. Management Review Inputs	6
6.3. Management Review Outputs.....	7
6.4. Policies, Objectives and Targets	7
6.5. Management Review Process Map	8
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	9
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

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2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the environmental management system and its compliance with *ISO 14001 Environmental Management Systems*.

3. SCOPE

This procedure applies to the methods of reviewing the environmental management system to ensure that it is up to date, controlled and effective. The methods and reviews enable the environmental management system's continuing suitability and effectiveness in satisfying the requirements of *ISO 14001 Environmental Management Systems* and **Insert Your Company** environmental policy and objectives. The 'strategic objectives and direction' management reviews are carried out **year** at a minimum.

• TERMS AND DEFINITIONS

Term	Definition
Continual Improvement	Recurrence of activities to enhance performance.
Corrective Action	An action to eliminate or control the cause of an identified non-conformance in environmental management
Non-Conformance (NCR)	A result that the details of a non-conformance is identified in an audit or other process review.
Objective	The result to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Records	Document(s) stating results achieved or providing evidence of activities performed.

4. RESPONSIBILITIES

Management is responsible for:

- Preparing the management review agenda and ensuring that minutes are recorded.
- Ensuring that management reviews are conducted at planned intervals.
- Determining the review schedule and agenda, in coordination with participating attendees.

- Ensuring that each management review includes the applicable environmental management system data (e.g. results of internal audits, KPIs, opportunities for improvement, etc.).
- Reviewing environmental objectives.
- Reporting and evaluating the cost of poor environmental management.

Supervisors are responsible for:

- Assisting management with collating data for management reviews.

Workers are responsible for:

- Reporting any relevant information that may contribute to management reviews.

5. PROCEDURES

o Management Review Process Overview

The objective of the management review process is to ensure the continuing suitability, adequacy and effectiveness of the environmental management system in meeting **Insert Your Company** objectives and strategies.

Management Review Inputs

The following information and data shall be presented during the management reviews:

Action items from the last meeting

The senior manager shall present on the status of action items from the previous meeting. Items that are not completed are carried on as actions and are recorded as such in the following meeting.

Process performance and product conformance

The senior manager shall present system performance data, including product non-conformities, on-time delivery performance, supplier environmental performance and product data.

Internal and external audits

The senior manager shall present the results of internal and external audits. This includes summaries of results for the cycle, frequencies of audit findings against particular elements of the environmental system and discussion of particularly important findings.

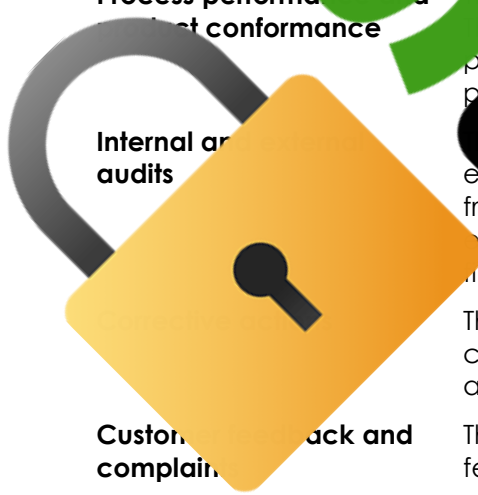
Customer feedback and complaints

The senior manager shall present the highest risk corrective/preventive actions implemented during the period and the status of pending actions.

Customer satisfaction

The senior manager shall present summaries of customer feedback and complaints, including an analysis of trends for particular categories.

The senior manager shall present customer satisfaction data and trends.



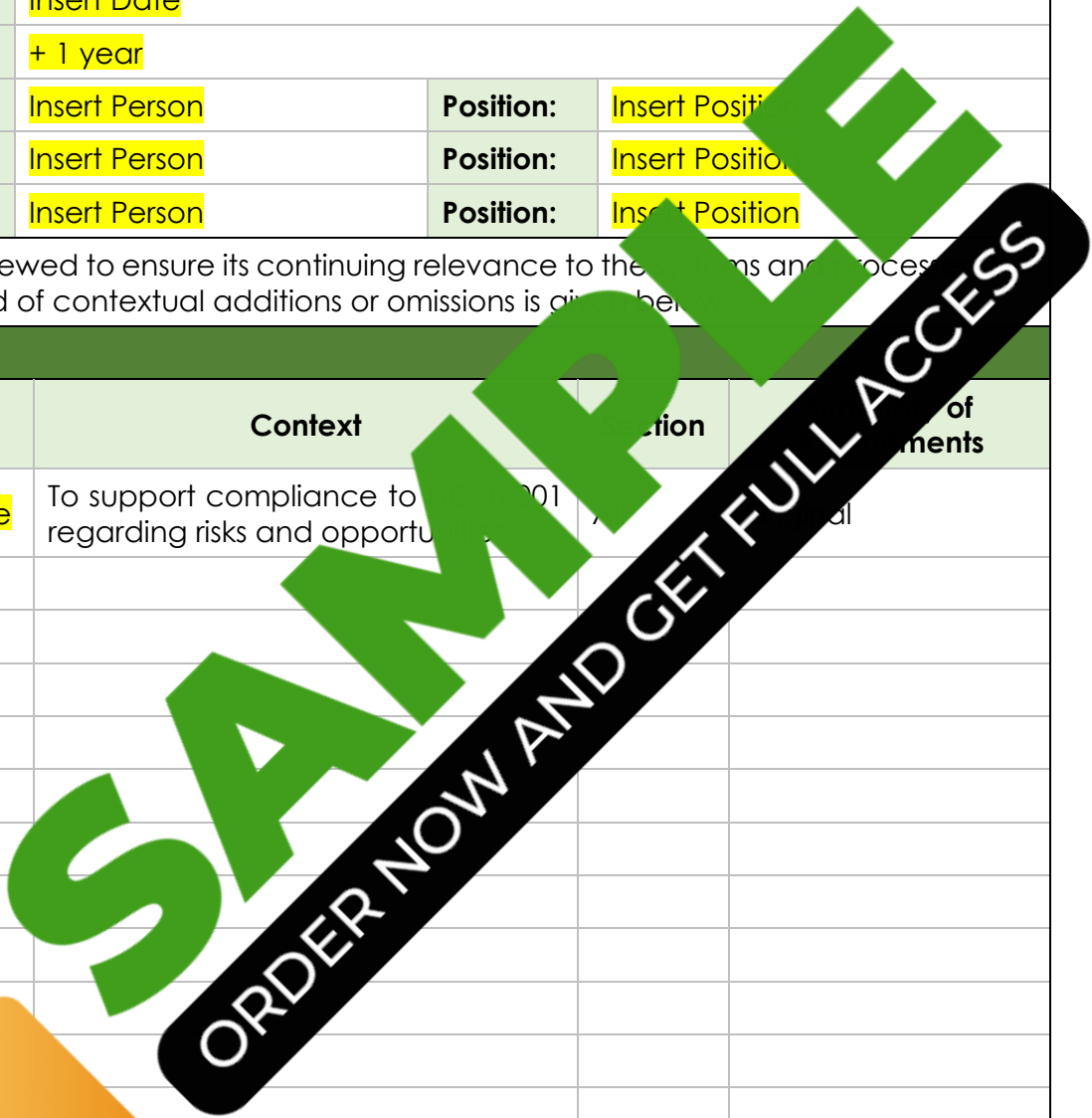
**ENVIRONMENTAL MANAGEMENT
PROCEDURE FOR THE MANAGEMENT
OF RISKS AND OPPORTUNITIES**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Environmental Risk and Opportunity Management Process Overview	5
6.1.1. Risks and Opportunities Process Flowchart.....	6
6.2. Management of Risks	6
6.2.1. Identification	6
6.3. Risk Assessment.....	7
6.4. Risk Control	8
6.5. Management of Opportunities.....	9
6.6. Monitoring and Reviews	10
6.7. Reporting	10
6.8. Communication	10
6.9. Training.....	11
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	11
8. REVIEW CRITERIA	11
9. RECORD MANAGEMENT	11
10. REFERENCES	11

1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to ensure that the systematic identification and assessment of environmental risks and opportunities associated with the workplace and work practices are consistent, relevant and applicable to **Insert Your Company** environmental objectives and desired outcomes.

3. SCOPE

This procedure applies to the processes whereby management and relevant personnel assess the environmental risks and opportunities attached to their activities, to achieve a sustained benefit, or avoid an undesired outcome.

4. TERMS AND DEFINITIONS

Term	Definition
Inputs	Resources such as people, materials, energy, information or finance that are put into a system to generate an output.
Opportunity	The positive effect of an activity.
Outputs	The result of a process.
Process	A set of ordered or interrelated activities which use inputs to deliver an output.
Risk	The likelihood of a negative event.
Risk Assessment	The process of identification, risk analysis and risk evaluation.
Risk Based Thinking	Planning your activities and actions with consideration to what you know about their potential effects. The ideal situation is to know the likelihood or impact of unwanted outcomes.
Risk Mitigation	A plan developed with the intent of addressing all known or potential risks and preventing their occurrence.
Uncertainty	The deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Considering all types of environmental risks and opportunities.
- Ensuring that the scope of this procedure fully applies within their area(s) of authority.

- Ensuring that resources are provided to enable the management of environmental risks and opportunities.
- Ensuring that all relevant parties and perspectives are appropriately engaged.
- Assisting with the maintenance of an environmental risk and opportunity register for the scope and objectives for which they are accountable.

Supervisors are responsible for:

- Ensuring that this procedure is implemented in their area of responsibility.
- Ensuring that risk assessments are completed when required.
- Assisting with the control of environmental risks and development of opportunities.

Workers are responsible for:

- Reporting new and existing hazards.
- Assisting with the development of environmental risk control measures and opportunities.
- Complying with implemented risk control measures.

6. PROCEDURES

6.1 Environmental Risk and Opportunity Management Processes

Insert Your Company considers and manages environmental risks and opportunities differently.

Risks are managed with a focus on reducing their likelihood and minimizing their impact, while opportunities are managed to increase their likelihood and maximize their benefits.

Where environmental risks and opportunities overlap, the appropriate method for managing them should be determined for each situation. Elements of such 'blended' uncertainties may require methods that address the negative risk and positive opportunity.

