

Registers

How to use these Registers

These registers and forms are designed as templates which may be filled in with the details specific to the organisation. Each of the registers and forms are samples only and should not be replicated exactly and without completing with the organisations specific details. They may be modified, removed completely or added to in order to compile the documentation deemed necessary for the overall Environmental Management System. Some organisations may be able to replace some the forms or registers with ones already in existence within their organisation. In particular the list of legal and other requirements is provided as an example only and is neither complete nor guaranteed to be accurate in all circumstances. Organisations are encouraged to check with their legal advisor for up to date environmental legislation and regulatory requirements relevant to their operations.

Environmental Policy

SAMPLE ONLY

The following is an example environmental policy devised for the fictitious Australian Department of XYZ.

Australian Department of XYZ Environmental Policy

The Department of XYZ provides information to the public on the Australian Government's activities and policies. Its head office is in Parkes, ACT, and there are branch offices in Sydney, Melbourne, Brisbane and Perth. The Department also has staff embedded in other government agencies in Adelaide, Darwin, Hobart and Townsville, as well as in Australian consulates in the UK, USA, Hong Kong and Japan.

The Department's environmental management system applies to all operations and services of the Department at its head office and branch offices. Staff in other offices in Australia and overseas are expected to comply with the spirit of this policy in the context of the organisation in which they work.

We at the Department of XYZ aim at achieving continual environmental improvement through implementing a management system with objectives and targets

to

minimise our environmental footprint

by

working with staff and other stakeholders

through

pollution prevention practices

in

compliance with legal and other requirements

& be

a role model for others to follow.

Able Goodman
Secretary
Department of XYZ
20 January 2009

Register of Environmental Aspects *SAMPLE ONLY* <the aspects, impacts & ratings listed here are examples only and should be re-evaluated for an organisations specific operations and activities>

No.	Environmental aspect	Associated environmental impact	Likelihood	Consequence	Risk rating	Other criteria	Significant
			A: Almost certain/daily B: Likely/weekly C: Possible/monthly D: Unlikely/annually E: Rare	1: Catastrophic 2: Major 3: Moderate 4: Minor 5: Insignificant	Extreme High Medium Low	Legal requirement Other requirement	Yes No
1	Use of electricity for office lighting	Generation of greenhouse gases	A	4	High		Yes
2	Use of electricity for office air-conditioning	Generation of greenhouse gases	A	4	High		Yes
3	Use of electricity for computers & other office equipment	Generation of greenhouse gases	A	4	High		Yes
4	Generation of waste paper & cardboard in office	Use of forest resources	A	5	High		Yes
5	Generation of general office waste	Use of landfill	A	4	High		Yes
6	Consumption of paper	Use of forest resources & generation of greenhouse gas	A	4	High		Yes
7	Office fit-out	Use of resources for furniture & fitting manufacture & landfill for discarded furniture	D	3	Medium		No
8	Storage & use of chemicals for cleaning	Pollution of waterways	C	5	Low		No
9	Purchase/lease of vehicles for staff & fleet	Use of natural resources for vehicle manufacture	D	3	Medium		Yes

No.	Environmental aspect	Associated environmental impact	Likelihood	Consequence	Risk rating	Other criteria	Significant
10	<i>Use of fuel for staff & fleet vehicles</i>	<i>Generation of greenhouse gases & use of fossil fuel</i>	<i>A</i>	<i>3</i>	<i>Extreme</i>		<i>Yes</i>
11	<i>Use of fuel for air travel</i>	<i>Generation of greenhouse gases & use of fossil fuel</i>	<i>B</i>	<i>4</i>	<i>High</i>		<i>Yes</i>
12	<i>Use of fuel for travel by taxi</i>	<i>Generation of greenhouse gases & use of fossil fuel</i>	<i>B</i>	<i>4</i>	<i>High</i>		<i>Yes</i>
13	<i>Energy use in cafeteria</i>	<i>Generation of greenhouse gases</i>	<i>A</i>	<i>4</i>	<i>High</i>		<i>Yes</i>
14	<i>Generation of waste from staff kitchens & cafeteria</i>	<i>Use of landfill</i>	<i>A</i>	<i>4</i>	<i>High</i>		<i>Yes</i>
15	<i>Use of water in staff kitchens, cafeteria & toilets</i>	<i>Use of limited water resources</i>	<i>A</i>	<i>4</i>	<i>High</i>		<i>Yes</i>
16	<i>Spill from storage & use of diesel fuel for emergency generator</i>	<i>Pollution of waterways</i>	<i>E</i>	<i>3</i>	<i>Medium</i>		<i>No</i>

Register of Legal and Other Requirements *SAMPLE ONLY* the environmental aspects, legal & other requirements and sources listed below are examples only and not comprehensive. Organisations should undertake their own assessment of legal and other requirements relevant to their identified environmental aspects.

Aspect No.	Environmental aspect description	Legal or other requirement	Source	Evidence required for compliance	Evaluation of compliance (yes/no)
1	Use of electricity for office lighting	Targets for energy use, and annual reporting of energy performance to DEWHA	Energy Efficiency in Government Operations (EEGO) Policy	Monitoring of energy use, and current annual report to DEWHA of energy performance	No
2	Use of electricity for office air-conditioning				
3	Use of electricity for computers & other office equipment				
13	Energy use in cafeteria				
4	Generation of waste paper & cardboard in office	Monitoring of waste management, waste audits, waste management plan, provision of infrastructure to facilitate recycling	National Government Waste Reduction & Purchasing Guidelines; ACT No Waste By 2010 Management Strategy	Current annual report on progress of waste management plan	No
5	Generation of general office waste				
14	Generation of waste from staff kitchens & cafeteria				
15	Use of water in staff kitchens, cafeteria & toilets	Targets for water use	Permanent Water Conservation Measures under Utilities (Water Conservation) Regulation 2006 (ACT)	Complete records of monitoring water use;	No
16	Spill from storage & use of diesel fuel for emergency generator	Secure storage of fuel, including bunding; provision of spill kit & training	AS 1940—Storage and handling of Flammable & Combustible Liquids	Inspection report on compliance with the Australian Standard	No
		Include report on environmental matters in annual report	Section 516A of Environment Protection & Biodiversity Conservation Act 1999 (Cwlth)	Comprehensive report on environmental management in latest annual report	No
		Certification of environmental management system to requirements of AS/NZS ISO 14001:2004	AS/NZS ISO 14001:2004—Environmental management systems—Requirements with guidance for use	Current certificate from accredited conformity assessment body	No

Legal and Other Requirements

SAMPLE ONLY

The following is a list of *some* Commonwealth and State legislation, policies and guidelines that may apply to government agencies. It is provided as a starting point for the identification of legal requirements that apply to an agency's environmental aspects, and other requirements that an agency may subscribe to within the scope of the agency's environmental management system.

Note that the list is only accurate at the time of publishing. Further research may be required to ensure that all legislation, policies and guidelines that apply to the agency are identified. The agency will also have to ensure that its legal and other requirements are kept up-to-date.

Most Acts have subordinate legislation (Regulations) associated with them, but only the Acts are mentioned here in most cases.

Commonwealth legislation

Australian Capital Territory (Planning and Land Management) Act 1988

This Act provides for a system of land use which encourages minimum environmental impact in the Australian Capital Territory.

Environment Protection and Biodiversity Conservation Act 1999

The EPBC Act is the central environmental legislation for the Commonwealth Government. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places defined in the Act as matters of national environmental significance.

The Act requires the principles of ecologically sustainable development to be taken into account for a new development proposal if that proposal is likely to result in a significant impact on the environment.

Section 516A requires Commonwealth Government agencies to include a report on environmental matters in their annual reports. These reports must:

- Say how the agency's activities have accorded with the principles of Ecologically Sustainable Development;
- Identify how agency outcomes contributed to Ecologically Sustainable Development;
- Document the agency's impacts on the environment and measures taken to minimise those impacts;
- Identify the review mechanisms in place to review and increase the effectiveness of the measures the agency takes to minimise its environmental impact.

The Act clarifies that for s. 516A, *activities* include the development and implementation of policies, plans, programs and legislation.

The Department of the Environment, Water, Heritage and the Arts has developed reporting guidelines to assist Commonwealth agencies in implementing section 516A.

Environment Protection (Impact of Proposals) Act 1974

Significant environmental matters must be fully examined and taken into consideration in relation to actions, proposals and decisions taken on or behalf of the Commonwealth Government and its agencies.

Environment Protection (Sea Dumping) Act 1981

This Act regulates the loading and dumping of waste at sea to protect waters surrounding Australia's coastline. The Act fulfils Australia's international obligations under the London Protocol to prevent marine pollution by dumping of wastes and other matter. Permits are required from the Department of the Environment, Water, Heritage and the Arts for all ocean disposal activities.

National Environment Protection Council Act 1994

Establishes the National Environment Protection Council (NEPC). This is a national ministerial body which makes national environment protection measures to ensure that Australians have equivalent protection from air, water, soil and noise pollution. This Act is mirrored in all States and Territories.

National Environment Protection Measures (Implementation) Act 1998

This Act provides for the implementation of National Environment Protection Measures (NEPMs) for certain activities carried on by or on behalf of the Commonwealth and Commonwealth authorities, and for related purposes.

State and Territory laws implementing national environment protection measures do not apply to the activities of the Commonwealth or Commonwealth authorities. However, under this Act, the Environment Minister may (subject to considerations of national interest or administrative efficiency) apply those State or Territory laws to the activities of the Commonwealth or Commonwealth authorities in other places. If NEPMs are not implemented in relation to the activities of the Commonwealth or Commonwealth authorities they can be implemented by regulations; or if there are no regulations, through environmental audits and environment management plans.

National Greenhouse and Energy Reporting Act 2007

The *National Greenhouse and Energy Reporting Act 2007* (the Act) was passed on 29 September 2007 establishing a mandatory reporting system for corporate greenhouse gas emissions and energy production and consumption. The first reporting period under the Act commenced on 1 July 2008.

Key features of the Act are:

- Reporting of greenhouse gas emissions, energy consumption and production by large corporations.
- Public disclosure of corporate level greenhouse gas emissions and energy information.
- Consistent and comparable data available for decision making, in particular, the development of the Carbon Pollution Reduction Scheme

Motor Vehicles Standards Act 1989

Imposes emission standards for exhaust fumes on road vehicles and their component parts.

Ozone Protection Act 1989

Controls the use of goods that are known to cause destruction of the ozone layer. The contents of this Act are mirrored in similar Acts in all States and Territories.

Agricultural and Veterinary Chemicals Act 1994

Provides for the evaluation, registration and control of agricultural and veterinary chemical products in the ACT and is mirrored by similar legislation in all the other Australian States and Territories.

Industrial Chemicals (Notification and Assessment) Act 1989

Deals with the importation, storage, use, transportation and handling of these substances.

Road Transport Reform (Dangerous Goods) Act 1995

Regulates all aspects of the transportation of dangerous goods in the ACT and in Jervis Bay Territory.

Australian Heritage Commission Act 1975

Provides for the identification and preservation at a Commonwealth level of aspects of the natural environment of national interest.

Natural Heritage Trust of Australia Act 1997

This Act establishes the Natural Heritage Trust of Australia Reserve. The main source of money for the Reserve is \$1.35 billion from the partial sale of Telstra. This Act also establishes the Natural Heritage Trust Advisory Committee.

The main objective of the establishment of the Reserve is to conserve, repair and replenish Australia's natural capital infrastructure. Money in the Reserve will be spent on the environment, sustainable agriculture and natural resources management.

This Act has been developed to redress the current decline, and to prevent further decline, in the quality of Australia's natural environment.

Water Efficiency Labelling and Standards Regulations 2005

There is a growing need to reduce water consumption across Australia as populations increase and climate change results in more frequent extreme dry weather conditions. Water shortages and longer-term security of water supply are an increasing concern for many of our major cities. To help to reduce urban water consumption on a national scale, the Australian Government, in collaboration with State and Territory governments, has introduced a Water Efficiency Labeling and Standards (WELS) Scheme, which applies national mandatory water efficiency labeling and minimum performance standards to household water-using products.

National policies

Intergovernmental Agreement on the Environment (IGAE) 1992

The IGAE was developed between the Commonwealth, States and Territories, and attempts to define environmental policy and management responsibilities of each level of government. In some areas, particularly pollution control and waste management, the IGAE sets up procedures which aim to produce common environmental standards and guidelines throughout Australia.

National Packaging Covenant

The National Packaging Covenant is a voluntary initiative by government and Industry, to reduce the environmental effects of packaging on the environment. It is designed to minimise the environmental impacts arising from the disposal of used packaging, conserve resources through better design and production processes and facilitate the re-use and recycling of used packaging materials.

National Strategy for Ecologically Sustainable Development

The National Strategy for Ecologically Sustainable Development (NSES) provides broad strategic directions and framework for governments to direct policy and decision-making. The Strategy facilitates a coordinated and co-operative approach to ecologically sustainable development (ESD) and encourages long-term benefits for Australia over short-term gains.

The NSES addresses many key areas for action identified in Agenda 21. These include issues across a number of sectors such as manufacturing, agriculture and mining; and also cover broader inter-sectoral issues such as gender, native vegetation, pricing and taxation, coastal zone management, education and training. To ensure the goals and values of all Australians were included, the Strategy was developed in consultation with the community, industries, interested groups, scientific organisations, governments and individuals. Although it primarily guides the decisions of governments, the strategy is also useful for community, industry and business groups.

The NSESD was adopted by all levels of Australian government in 1992. Since 1992, the pursuit of ecologically sustainable development has been increasingly incorporated into the policies and programs of Australian governments as a significant policy objective (for example, the Australian Government's *Environment Protection and Biodiversity Conservation Act 1999*).

National Strategy for the Conservation of Australia's Biological Diversity

The goal for the National Strategy for the Conservation of Australia's Biological Diversity is to protect biological diversity and maintain ecological processes and systems. The strategy seeks to provide a systematic approach to this complex problem, drawing upon and improving existing strategies, such as the National Strategy for Ecologically Sustainable Development, with regard to their protection of Australia's biodiversity.

Commonwealth Procurement Guidelines (December 2008)

The *Commonwealth Procurement Guidelines* (CPGs) establish the core procurement policy framework and articulate the Government's expectations of all departments and agencies (agencies) subject to the *Financial Management and Accountability Act 1997* (FMA Act) and their officials¹, when performing duties in relation to procurement. The CPGs establish the procurement policy framework within which agencies determine their own specific procurement practices

Chief Executive's Instructions and Operational Guidelines for Procurement is a part of the Good Procurement Practice (GPP) series published by the Department of Finance and Administration. The purpose of the GPP booklets is to explain procurement policy in practical terms and to provide examples of good practice. The booklets support the CPGs and the relevant Financial Management Guidance publications. The series is not intended to be binding on agencies but rather to assist agencies.

ACT legislation

Building Act 1972

Imposes restrictions on the construction of buildings to ensure they are safe and do not emit harmful substances.

Building and Services Act 1924

Provides for garbage regulation and the removal of wastes, and imposes the same restrictions on the construction of buildings as the Building Act 1972.

Building (Design and Siting) Act 1964

Provides for land use and building controls that must be taken into account in any residential or commercial development in the ACT.

Dangerous Goods Act 1975 (NSW) applies in the ACT

Provides for the licensing of, premises for the storage of dangerous goods; vehicles and vessels for the carriage of dangerous good; their manufacture and sale.

Dangerous Goods Act 1984

Provides for a licensing system for dangerous goods and prescribes the packaging and labelling required and marking of vehicles used for transportation of such goods.

Electricity and Water Act 1988

This Act establishes the Electricity and Water Authority (ACTEW) which controls the collection and treatment of sewage, and empowers the Authority to participate in the setting and enforcement of standards relating to the protection of water catchments. The Canberra Sewerage and Water Regulations made under this Act stipulate the manner in which sewage is to be removed from premises.

ACTEW reviews applications, provides approvals and undertakes monitoring for water to be discharged into the sewerage system.

Environment Protection Act 1997

Regulates all aspects of environmental impacts in the ACT from air, water and soil pollution to land use and development strategies. Provides legislative authority for the ACT Government's Environmental Protection Policies and National Environment Protection Measures.

Activities requiring environmental authorisation and/or the requirement of being a party to an environmental protection agreement are under Schedule 1. Included are activities relating to ozone, commercial incineration and sewerage treatment. Specific offences in relation to fuel burning and petrol are located in Schedule 2. Supply, use or disposal of ozone depleting substances requires an environmental authorisation or licence; otherwise it is an offence to release ozone depleting substances into the atmosphere. This extends to disposal of air-conditioning units, fire extinguishers, and refrigeration equipment.

Fuels Control Act 1979

Regulates the transport, storage and sale of petroleum and other fuels in the territory.

Heritage Objects Act 1991

Provides a comprehensive register of cultural heritage property and objects, and for the conservation of items and places of Aboriginal heritage. Development, construction or alterations works may only proceed after due regard is had to their impact on matters of cultural heritage and may only proceed if approved by the Minister.

Lakes Act 1976

Deals with preservation of the waters of the lakes in the ACT.

Land (Planning and Environment) Act 1991

An environmental impact statement may be required to include an evaluation of the impact of noise emissions in considering planning proposals. Implements an extensive regime of environmental impact statements and public environmental reports that must be submitted for developments as specified under the Act.

The scope of this Act covers management plans, state of the environment reporting, and heritage, including natural and manufactured objects and places of heritage significance. The Act provides for a heritage places register, which is incorporated into the Territory Plan. There is a prohibition on damaging or disturbing an unregistered Aboriginal place.

Litter Act 1977

Makes it an offence to deposit litter on or in a public place.

Motor Traffic Act 1986

Prohibits driving of a vehicle emitting undue amount of smoke and mandates the use of unleaded petrol in motor vehicles registered after 1986.

National Land Ordinance 1989

Provides for restrictions and conditions on the use of, and construction of buildings on, National Land in the Territory.

Nature Conservation Act 1980

Provides for the protection and conservation of native animals and plants and for reservation of areas for that purpose. The minister can declare vulnerable or endangered species, endangered ecological communities, and threatening processes.

Poisons Act 1933

Regulates the sale, storage and use of specified poisonous substances.

Protection of Lands Act 1937

Provides for the protection of land from potentially harmful activity, including certain development activity.

Public Health Act 1928

1990 amendments provide for the protection of public health by prohibiting smoking in specified public places.

Smoke Free Areas (Enclosed Public Places) Act 1994

Prohibits or restricts smoking in certain public places. Smoking is prohibited in enclosed public places, including workplaces.

Waste Minimisation Act 2001

The main objects of this Act are to establish a waste management hierarchy, ensure that government, industry and community representatives are involved in the development of Territory-wide waste policy; minimise the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the reuse and recycling of waste; ensure that industry shares with the community the responsibility for minimising and managing waste; promote and ensure the efficient resourcing of waste service planning and delivery; achieve integrated waste planning and services; and promote and ensure environmentally responsible transporting, reprocessing and handling of waste.

No Waste to Landfill by 2010 Strategy

ACT NOWaste is a business unit of the ACT Department of Urban Services. The Waste Management Strategy for Canberra has been developed to set the vision and future directions for waste management in the Australian Capital Territory. The strategy is the result of extensive community consultation which has identified a strong desire to achieve a waste free society by 2010.

Improving current waste management practices will provide opportunities to develop new and innovative businesses with significant employment potential as well as establishing Canberra as a centre of excellence in sustainable resource management.

The Strategy aims to reach no waste to landfill by 2010 with the willingness, co-operation and participation of all sectors of the Canberra community. The strategy establishes a framework for sustainable resource management and lists broad actions which are needed to achieve the aim of a waste-free society.

New South Wales legislation

Coastal Protection Act 1979

Dangerous Goods Act 1975

Environmentally Hazardous Chemicals Act 1985 and Regulation 2008

Environmental Planning and Assessment Act 1979

Environmental Trust Act 1998

Forestry Act 1916

Heritage Act 1977

Marine Parks Act 1997

Mining Act 1992

National Parks and Wildlife Act 1974

Native Vegetation Act 2003

Ozone Protection Act 1989

Plantations and Reafforestation Act 1999

Pesticides Act 1999
Protection of the Environment Administration Act 1991
Protection of the Environment Operations Act 1997
Protection of the Environment Operations (General) Regulation 1998
Protection of the Environment Operations (Waste) Regulation 2005
Protection of the Environment Operations (Clean Air) Regulation 2002
Radiation Control Act 1990
Road and Rail Transport (Dangerous Goods) Act 1997
Soil Conservation Act 1938
Threatened Species Act 1995
Traffic Act 1909
Unhealthy Building Act 1990
Waste Avoidance and Resource Recovery Act 2001
Wilderness Act 1987

Victorian legislation

Catchment and Land Protection Act 1994
Conservation, Forests and Lands Act
Dangerous Goods (Storage and Handling) Regulations 2000
Environment Protection Act 1970
Environmental Protection (Resource Efficiency) Act 2002
Environmental Protection (Prescribed Wastes) Regulations 1998
Flora and Fauna Guarantee Act 1988
Land Act 1958
National Parks Act 1975
Planning and Environment Act 1987
Pollution of Waters by Oils and Noxious Substances Act 1986
Road Safety Act 1986
Road Transport (Dangerous Goods) Act 1995
Water Act 1989

Queensland legislation

Coastal Protection and Management Act 1995
Dangerous Goods Safety Management Act 2001 and Regulation 2001
Environmental Protection Act 1994
Environmental Protection (Water) Policy 1997
Environmental Protection (Waste Management) Regulation 2000
Environmental Protection (Air) Policy 1997
Integrated Planning Act 1997
Land Act 1994
Marine Parks Act 2004 and Regulation 2006
Nature Conservation Act 1992
Radiation Safety Act 1999
Queensland Heritage Act 1992 and Regulation 2003
Transport Operations (Marine Pollution) Act 1995
Transport Operations (Road Use Management) Act 1995
Vegetation Management Act 1999
Water Act 2000

Western Australian legislation

Clean Air Regulations 1967
Conservation and Land Management Act 1984
Contaminated Sites Act 2003
Dangerous Goods Safety Act 2004
Dangerous Goods (Transport Act) 1998
Environmental Protection Act 1986

Environmental Protection Regulations 1987
Environmental Protection (Controlled Waste) Regulations 2004
Environmental Protection (Liquid Waste) Regulations 1996
Environmental Protection (Noise) Regulations 1997
Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
Land Administration Act 1997
Metropolitan Water Supply, Sewerage and Drainage By-Laws 1981
Road Traffic Act 1974
Soil and Land Conservation Act 1945
Waterways Conservation Act 1981

South Australian legislation

Dangerous Substances Act 1979
Development Act 1993
Environment Protection Act 1993
Natural Resources Management Act 2004
Public and Environmental Health Act 1987
Road Traffic Act 1961
Water Resources Act 1997

Tasmanian legislation

Dangerous Goods Act 1998
Environmental Management and Pollution Control Act 1994
Public Health Act 1997
Transport Act 1981
Water Management Act 1999

Northern Territory legislation

Environmental Assessment Act 1994
Environmental Offences and Penalties Act 1996
Waste Management and Pollution Control Act 1999
Water Act 1992

Register of Environmental Objectives and Targets *SAMPLE ONLY* the aspects, objective and targets and KPIs listed below are examples only and should be replaced with ones developed to meet the organisations specific requirements.

Aspect no.	Aspect description	Objective	Target & date	Action plan, improvement program or control	Key Performance Indicator (KPI)
1	Use of electricity for office lighting	Reduce annual electricity consumption for lighting	10% reduction by 30/6/2009	Department of XYZ Energy Savings Plan	kWh
2	Use of electricity for air-conditioning	Reduce annual electricity consumption for air-conditioning	10% reduction by 30/6/2009	Department of XYZ Energy Savings Plan	kWh
3	Use of electricity for computer & other office equipment	Reduce annual electricity consumption for air-conditioning	10% reduction by 30/6/2009	Department of XYZ Energy Savings Plan	kWh
6	Consumption of paper	Reduce annual paper & printing purchases by 5%	5% reduction by 30/6/2009	Department of XYZ Paper Saving Plan	kg
9	Purchase/lease of vehicles for staff & fleet	Reduce no. of large (i.e. 6- & 8-cylinder) cars	25% reduction by 30/6/2008	Department of XYZ Plan for Reducing Environmental Impact of Travel	% of large cars in fleet
10	Use of fuel for staff & fleet vehicles	Increase % of LPG vehicles	50% of LPG vehicles by 1/7/09	Department of XYZ Plan for Reducing Environmental Impact of Travel	% of LPG vehicles
		Decrease petrol consumption	20% reduction 30/6/2009	Department of XYZ Plan for Reducing Environmental Impact of Travel	litres
11	Use of fuel for air travel	Reduce average km air travel per section manager	10% reduction by 30/6/2009	Department of XYZ Plan for Reducing Environmental Impact of Travel	km/section manager
12	Use of fuel for travel by taxi	Reduce average taxi travel per section manager	5% reduction by 30/6/2009	Department of XYZ Plan for Reducing Environmental Impact of Travel	km/section manager
13	Energy use in cafeteria	Replace electric oven with gas oven	31/12/2008	Purchase & installation of new gas oven for cafeteria	target achieved
14	Generation of waste from staff kitchens & cafeteria	Segregation of waste for recycling	Waste segregation implemented by 30/6/2009	Department of XYZ Waste Management Plan	kg of waste recycled & disposed to landfill
15	Use of water in staff kitchens, cafeteria & toilets	Reduce water consumption	5% reduction by 30/6/2009	Department of XYZ Water Savings Plan	kilolitres
16	Spill from storage & use of diesel for emergency generator	No spill into drain	30/6/2009	Bunding; spill kit; Safe Work Method Statement for storage & handling of diesel; MSDS for diesel	no. of incidents; amount of spill into drain

Responsibility Matrix, Training Needs Analysis and Training Plan **SAMPLE ONLY**

Identify responsibilities of individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact, determine their competency, identify training needs, and plan for training.

Role / Position Title/Position no.	Name	Responsibilities	Qualifications/ competency	Training needs	Planned dates	Training details	Remarks
Director	Joe Taylor	<ul style="list-style-type: none"> Participate in Management review Setting Policy reviewing Objective & Targets Resource allocation 	Senior Business Administrator	EMS awareness (in house)	19.01.09	EMS	
Environmental Manager (Management representative)	Jane Dawes	<ul style="list-style-type: none"> Participate in Management review Implementing environmental policy Implementing programs for achieving set objectives & targets Monitoring and measurement of environmental performance Over all responsibility for system implementation 	Certificate of Attainment in Environmental Management Systems (ISO 14001)	Refresher EMS training (External)	March - April	TBD	
Internal Auditor	John Smith	<ul style="list-style-type: none"> Developing internal audit program in liaison with Facility manager Conducting internal audits as per schedule Training other internal auditors 	Certified (RABQSA) lead auditor	EMS Awareness (in house) Auditing Course	19.01.09 March - April	EMS-5	
Waste Management Coordinator	Mary Anne	<ul style="list-style-type: none"> Developing waste management strategy and implementation procedures Monitoring and measurement 	Factory Manager	Waste minimisation / management principles	March - April	TBD	
EMS committee members	A. Sullivan J. Wright M. Brown	<ul style="list-style-type: none"> Awareness on Policy & EMS Implementing program for achieving set Objective & Targets Helping in Monitoring and 	EMS administration	EMS Awareness (in house)	19.01.09	EMS	

	<i>K. Wriggly</i>	<i>measurement</i> <ul style="list-style-type: none"> <i>Training respective staff in implementing the waste management strategy</i> 					
<i>Facility Manager</i>	<i>L. Crosby</i>	<ul style="list-style-type: none"> <i>Facilities management; training of new staff; environmental performance of the factory</i> 	<i>Factory Management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Procurement Manager</i>	<i>G. Mason</i>	<ul style="list-style-type: none"> <i>Purchasing raw materials that comply with internal environmental requirements</i> 	<i>Procurement Management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Operations Director</i>	<i>R. Harley</i>	<ul style="list-style-type: none"> <i>Participate in management review, setting policy, reviewing objectives & targets, approving allocation of resources for operation</i> 	<i>Project & operations management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Staff</i>		<ul style="list-style-type: none"> <i>Awareness on Policy & EMS</i> 	<i>N/A</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	

Assessment of EMS Awareness Form

SAMPLE ONLY

<Modify, add or delete questions in this questionnaire once you have developed your organisations specific EMS training >

Name:Date:.....

1. Select True or False for each statement:

- a. The agency's environmental management system is separate from all other management

ue

Tr

F

also
systems.

- b. The agency is pursuing or has achieved certification of its environmental management

ue

Tr

F

also
system to the requirements of the international standard ISO 14001.

- c. Conformity to the environmental management

ue

Tr

F

also
system and operational procedures referenced in it is optional for staff.

- d. Conformity to the environmental management

ue

Tr

F

also
system and operational procedures referenced in it is optional for contractors.

2. Put the following stages in the environmental management system in the logical order that will lead to continual improvement:

Checking
Implementation and operation
Policy
Management review
Planning

3. What are the main benefits to the agency of having an environmental management system?

- a.
- b.
- c.

4. The organisation's environmental policy documents the commitment on:

- 1. Legal compliance
- 2. Pollution prevention
- 3. Continual improvement

5. Link the appropriate activities to environmental impacts:

- | | |
|--------------------|---------------------------------------|
| Waste disposal | Air pollution |
| Use of electricity | Air pollution |
| Use of fuel | Forest and natural resource depletion |
| Chemical spill | Natural resource depletion |
| Toxic gas leak | Greenhouse gas emission |
| Fire | Land contamination |
| Use of paper | Water or land pollution |
| Air travel | Greenhouse gas emission |

6. What are the agency's most significant environmental aspects?

- a.
- b.
- c.

7. List any significant environmental aspects that affect your work:

- a.
- b.
- c.

8. List three objectives and targets that the agency has set for its significant environmental aspects:

Objective	Target
.....

.....
.....

.....
.....

9. The environmental management system implementation is the responsibility of:
- a. EMS coordinator
 - b. CEO
 - c. Internal auditor
 - d. Waste management coordinator
 - e. EMS committee
 - f. All staff and contractors

10. Where would you find documentation for the environmental management system?
.....
.....

11. Where do you throw your waste?

- a. Segregate waste into appropriate bins.
- b. Put all waste in one bin—it is the waste contractor’s job.
- c. Throw it anywhere you like as the cleaner will clean it up.

12. In case of emergency:

- a. Run for your life.
- b. Follow the emergency procedure.
- c. Wait for instruction from the safety warden.
- d. It is probably a false alarm, wait till others react.

13. How can you make a suggestion for improvement of the environmental management system?

- a. Fill in a suggestion form.
- b. Fill in a Corrective and Preventive Action Form
- c. There is no point suggesting an improvement as no one will do anything anyway.
- d. Just do it instead of suggesting.
- e. Inform the EMS coordinator to facilitate any action.

Standard Operating Procedure

SAMPLE ONLY

WASTE SEGREGATION

Objective

This procedure is to ensure that waste streams in offices are managed in a way that facilitates recycling.

Responsibilities and authorities

The EMS Co-ordinator is responsible for ensuring the following:

- all staff and contractors, including cleaners, are aware of this procedure
- appropriate recycling infrastructure is placed around the office and in the loading dock
- contractors collect the waste at appropriate times
- co-ordination of monitoring of waste management.

Procedure

1. In the office, each waste stream is collected in a separate bin with clear signs and colour coding, or in a worm farm, as appropriate.
2. Adequate bins shall be positioned around the office. Bins are located at:
 - [insert location of bins] or floor plan with bin location identified.
 - [insert location of bins] or floor plan with bin location identified
 - [insert location of bins] or floor plan with bin location identified
 - ...
3. A worm farm is located in the kitchenette on each floor, and the cafe operates its own worm farm.
4. Limited general waste bins shall be placed in the office, not at each employee's desk.
5. Each employee shall have a tray, box or bin for clean paper waste at their desk.
6. Cleaners shall empty all bins in the office daily, and place segregated waste into specially marked bins in the loading dock for contractor collection.
7. Contractors shall remove waste and deal with it according to contract requirements. Significant contamination of waste for recycling shall be reported to the EMS Co-ordinator. Similarly, an occurrence of significant recyclable waste in the general waste bin shall also be reported.

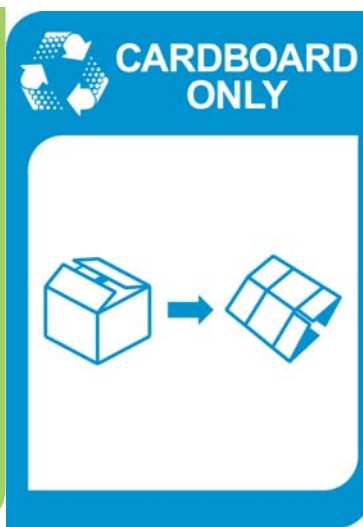
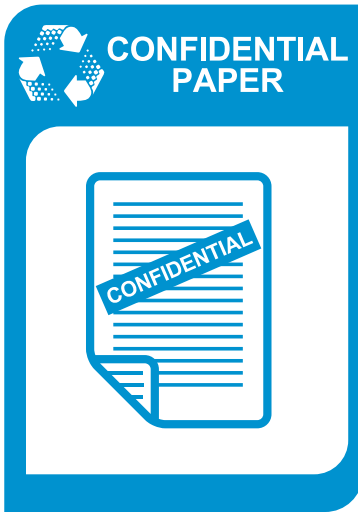
Training and competency requirements

This procedure shall be included in inductions for new staff, and new contractors who are expected to work in the agency's office for more than two days.

Associated documents

- Standard Operating Procedure for Confidential Paper Separation
- Standard Operating Procedure for the Worm Farm

Waste signs (Insert associated waste signage)



The above waste signs are copyright of Sustainability Victoria and are provided as an example only..

Register of Emergency Response Tests *SAMPLE ONLY*

No.	Description of emergency response test	Planned date	Responsibility	Remarks

Emergency Test and Incident Review Form SAMPLE ONLY

Incident type	Spill <input type="checkbox"/>	Fire <input type="checkbox"/>	Gas leak <input type="checkbox"/>	Bomb threat <input type="checkbox"/>	Other: ... <input type="checkbox"/>
Drill <input type="checkbox"/>	Incident <input type="checkbox"/>	Responsibility/Supervisor:		Assisted by:	
Date:	Start time:	End time:	No. staff participated:		
Description of emergency drill conducted or actual incident:					
Observations / compliance with procedures:					
What could be improved (with underlying or root cause if appropriate)?					
Nonconformity or preventive action raised? (If so, put CPA number here):					
Completed by:		Date:	Remarks:		

Schedule of Monitoring and Measurement *SAMPLE ONLY*

Year:

	Unit of measurement	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Remarks (comment on trends and equipment calibration status)
<i>Electricity use</i>	<i>kWh</i>													
<i>Water use</i>	<i>kL</i>													
<i>Fuel use</i>	<i>L</i>													
<i>Air travel</i>	<i>km</i>													
<i>Waste to recycling</i>	<i>kg</i>													
<i>Paper</i>	<i>kg</i>													
<i>Toner Cartridges</i>	<i>kg</i>													
<i>General waste</i>	<i>kg</i>													
<i>Chemical disposal</i>	<i>L</i>													
<i>Hazardous waste (prescribed waste disposal)</i>	<i>kg</i>													
<i>Fluorescent light tubes</i>	<i>kg</i>													
<i>No. of non-conformities raised</i>														
<i>No. of non-conformities</i>														

	Unit of measurement	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Remarks (comment on trends and equipment calibration status)
<i>closed</i>														
<i>No. of internal audits or site inspections</i>														
<i>No. of environmental incidents</i>														
<i>No. of training or awareness sessions conducted</i>														
<i><Insert any other objectives, targets, KPIs being monitored></i>														

Corrective and Preventive Action Form SAMPLE ONLY

CPA No:	Environmental incident <input type="checkbox"/>	Nonconformity from audits <input type="checkbox"/>	Suggestion for improvement <input type="checkbox"/>	From complaints/notices/external parties <input type="checkbox"/>	Other <input type="checkbox"/>
Category	Document control <input type="checkbox"/>	System failure <input type="checkbox"/>	Wrong instructions <input type="checkbox"/>	Training <input type="checkbox"/>	Contractor fault <input type="checkbox"/>
Operator fault	<input type="checkbox"/>				
Raised by:	Assigned to:		Date:	Remarks:	
Description:					
Proposed immediate action (correction):					
Completed by:		Date:	Remarks:		
Root cause analysis required: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Underlying / root cause:					
Determined by:		Date:	Remarks:		
Proposed action for long term solution (corrective/preventive action):					
Completed by:		Date:	Remarks:		
Comments on effectiveness of action taken:					
Closed out by:		Date:	Remarks:		

Internal Audit Schedule
SAMPLE ONLY

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Policy												
Environmental aspects												
Legal & other requirements												
Objectives, targets, programs												
Resources, roles, responsibility, authority												
Competence, training, awareness												
Communication												
Documentation												
Control of documents												
Operational control												
Emergency preparedness & response												
Monitoring & measurement												
Evaluation of compliance												
Nonconformity, corrective & preventive action												
Control of records												
Internal audit												
Management review												

Internal Audit Checklist

SAMPLE ONLY

The following is a generic checklist that can be used in internal audits to evaluate conformity of an environmental management system with the requirements of AS/NZS ISO 14001:2004.

Prompts	Notes – Audit Evidence
4.1 SCOPE OF EMS	
<ul style="list-style-type: none"> ▪ Documented scope of EMS ▪ Scope of certification to requirements of AS/NZS ISO 14001:2004 (if different) ▪ Exclusions from scope of certification ▪ Justification of exclusions 	
4.2 ENVIRONMENTAL POLICY	
<ul style="list-style-type: none"> ▪ Policy is documented ▪ Consistent with scope of EMS (i.e. covers whole scope and no broader) ▪ Appropriate to nature, scale & environmental impacts of activities, products or services ▪ Includes commitment to continual improvement ▪ Includes commitment to prevention of pollution ▪ Includes commitment to comply with applicable legal requirements ▪ Includes commitment to comply with other requirements to which organisation subscribes relating to environmental aspects (e.g. government policy, industry guidelines, voluntary agreements) ▪ Provides framework for setting & reviewing environmental objectives & targets ▪ Implemented ▪ Maintained ▪ Communicated to everyone working for or on behalf of organisation (incl. contractors, volunteers, temp staff, remote workers) ▪ Available to public 	
4.3.1 ENVIRONMENTAL ASPECTS	
<ul style="list-style-type: none"> ▪ Procedure to identify environmental aspects within scope of EMS that it can control & influence ▪ Procedure provides for planned or new developments, or new or 	

<p>modified activities, products & services</p> <ul style="list-style-type: none"> ▪ Procedure provides for determining significant aspects (i.e. those that have or can have significant impact on the environment) ▪ Procedure maintenance ▪ Information on <i>all</i> environmental aspects documented & up-to-date (not just significant aspects) ▪ Significant aspects are taken into account during implementation & maintenance of EMS (e.g. communication, setting environmental objectives, audit program, training/awareness, emergency preparedness) 	
4.3.2 LEGAL & OTHER REQUIREMENTS	
<ul style="list-style-type: none"> ▪ Procedure to identify & have up-to-date access to legal & other requirements (e.g. WPI, Greenhouse Challenge) to which your organisation subscribes directly applicable to <i>all</i> environmental aspects (not only significant ones) ▪ Procedure provides for determining <i>how</i> these legal & other requirements <i>apply</i> to environmental aspects ▪ Responsibility for identifying and determining how requirements apply ▪ Procedure maintenance ▪ Assurance that requirements are taken into account in the EMS 	
4.3.3 OBJECTIVES, TARGETS & PROGRAMS	
<ul style="list-style-type: none"> ▪ Documented environmental objectives & targets at relevant functions & levels in organisation (obtain copy to check progress against several objectives & targets later*) ▪ Objectives & targets are measurable (where practical) ▪ Objectives & targets are consistent with the policy regarding: <ul style="list-style-type: none"> ▪ prevention of pollution ▪ legal & other requirements ▪ continual improvement ▪ Objective & targets maintained (reviewed & updated) 	

<ul style="list-style-type: none"> ▪ Legal & other requirements & significant environmental aspects are taken into account when establishing and reviewing objectives and targets ▪ When setting objectives & targets, the following are considered: <ul style="list-style-type: none"> ▪ technological options? ▪ financial, operational & business requirements ▪ view of interested parties <p>ENVIRONMENTAL PROGRAMS(S)</p> <ul style="list-style-type: none"> ▪ Program(s) established for achieving environmental objectives & targets ▪ Responsibility for achieving objectives & targets at relevant functions & levels in organisation ▪ Means includes or resources allocated ▪ Program includes timeframe 	
4.4.1 RESOURCES, ROLES & RESPONSIBILITIES	
<ul style="list-style-type: none"> ▪ Management provides resources for implementation, maintenance & improvement of EMS (resources include human resources, specialised skills, organisational infrastructure, technology, and financial resources) ▪ Roles, responsibilities and authorities for effective environmental management defined and documented (e.g. in position descriptions) ▪ Roles, responsibilities and authorities for effective environmental management communicated ▪ Management representative(s) responsible for EMS: <ul style="list-style-type: none"> ▪ Management representative has responsibility for ensuring that EMS is established, implemented and maintained ▪ Management representative has responsibility for reporting to top management on performance of EMS for review, including recommendations for improvement 	
COMPETENCE, TRAINING & AWARENESS	
<ul style="list-style-type: none"> ▪ Determination of competence of persons performing tasks on its behalf with potential to cause 	

<p><i>significant</i> environmental impacts</p> <ul style="list-style-type: none"> ▪ Competency records ▪ Identification of training needs associated with (all) environmental aspects & EMS (including internal audit, corrective & preventive action) ▪ Training or other action taken to meet such needs ▪ Training records ▪ Procedure on making workers aware of: <ul style="list-style-type: none"> ▪ importance of conformity with environmental policy & procedures & with requirements of EMS ▪ <i>significant</i> environmental aspects & actual or potential impacts associated with their work, & environmental benefits of improved personal performance ▪ their roles & responsibilities in achieving conformity with requirements of the EMS (including emergency preparedness & response) ▪ potential consequences of departure from specified operating procedures ▪ Procedure maintenance 	
4.4.3 COMMUNICATION	
<ul style="list-style-type: none"> ▪ Procedure(s) regarding environmental aspects & EMS for: <ul style="list-style-type: none"> ▪ internal communication between various levels & functions of organisation ▪ receiving, recording & responding to external communication ▪ Documented decision whether to communicate externally about significant environmental aspects ▪ If the decision is <i>YES</i>, method(s) used: 	
4.4.4 DOCUMENTATION	
<ul style="list-style-type: none"> ▪ The EMS documentation includes the following: <ul style="list-style-type: none"> ▪ Environmental policy (cl. 4.2) ▪ Environmental objectives & targets (cl. 4.3.3) ▪ Description of scope of EMS (cl. 4.1) 	

<ul style="list-style-type: none"> ▪ Description of main elements of EMS & their interaction, & reference to related documents (cl. 4.4.4) ▪ Documents & records determined to be necessary to ensure effective planning, operation & control of processes relating to significant environmental aspects (cl. 4.4.6) ▪ Other documents & records required by AS/NZS ISO 14001:2004: <ul style="list-style-type: none"> ▪ Environmental aspects (cl. 4.3.1) ▪ Roles, responsibilities & authorities for environmental management (cl. 4.4.1) ▪ Records of competence (cl. 4.4.2) ▪ Training records (cl. 4.4.2) ▪ Decision to communicate externally (cl. 4.4.3) ▪ Records of monitoring performance, operational controls & conformity with environmental objectives & targets (cl. 4.5.1) ▪ Records of calibration (cl. 4.5.1) ▪ Records of evaluation of compliance (cl. 4.5.2) ▪ Records of results of corrective & preventive action ▪ Records of planning & conducting internal audits (cl. 4.5.5) ▪ Records of management reviews (cl. 4.6) ▪ Use of the certification mark of the certification body? ▪ Use of JAS-ANZ logo? 	
4.4.5 CONTROL OF DOCUMENTS	
<ul style="list-style-type: none"> ▪ Procedure(s) on document control established to: <ul style="list-style-type: none"> ▪ Approve documents for adequacy prior to issue ▪ Review & update as necessary & re-approve documents ▪ Ensure changes & current revision status of documents are identified ▪ Ensure relevant versions of applicable documents are available at points of use ▪ Ensure documents remain legible & readily identifiable ▪ Ensure external documents are identified & their distribution 	

<p>controlled</p> <ul style="list-style-type: none"> ▪ Prevent unintended use of obsolete documents, and apply suitable identification to them if they are retained for any purpose. ▪ Procedure maintenance ▪ Documents required by EMS & AS/NZS ISO 14001:2004 & sighted in the audit are effectively controlled (record any nonconformities to this requirement) 	
4.4.6 OPERATIONAL CONTROL	
<p>Identification & planning of operations & activities associated with <i>significant environmental aspects</i> consistent with policy, objectives & targets to ensure they are carried out under specified conditions:</p> <ul style="list-style-type: none"> ▪ Establishment of <i>documented</i> procedures to control situations where their absence could lead to deviations from environmental policy & objectives & targets ▪ Procedures stipulate operating criteria ▪ Procedure maintenance ▪ Establishment of procedures related to <i>significant environmental aspects of goods & services</i> used by the organisation ▪ Communication of procedures & requirements to suppliers & contractors ▪ Procedure maintenance 	
4.4.7 EMERGENCY PREPAREDNESS & RESPONSE	
<ul style="list-style-type: none"> ▪ Procedures to identify <i>potential</i> emergency situations & <i>potential</i> accidents that can have an impact(s) on the environment ▪ Procedure(s) includes <i>response</i> to emergency situations and potential accidents? ▪ Procedures maintenance ▪ <i>Actual</i> response to <i>actual</i> emergency situations or accidents since last audit (especially prevention or mitigation of environmental impacts) ▪ Periodic <i>tests</i> of procedure(s) where practicable 	

<ul style="list-style-type: none"> ▪ Review & revision (where necessary) of emergency preparedness & response procedures, particularly <i>after</i> accidents or emergency situations 	
4.5.1 MONITORING & MEASUREMENT	
<ul style="list-style-type: none"> ▪ Procedure(s) to monitor & measure on a regular basis the key characteristics of operations that can have a <i>significant</i> environmental impact ▪ Procedure(s) includes recording of information to track: <ul style="list-style-type: none"> ▪ performance ▪ operational controls ▪ conformity with environmental objectives & targets ▪ Monitoring & measuring equipment is calibrated or verified ▪ Calibration & verification records retained & up-to-date 	
4.5.2 EVALUATION OF COMPLIANCE	
<ul style="list-style-type: none"> ▪ Procedure for periodically evaluating compliance with applicable legal requirements ▪ Procedure for periodically evaluating compliance with other requirements to which organisation subscribes ▪ Procedure maintenance ▪ Records of the results of periodic evaluation 	
4.5.3 NONCONFORMITY, CORRECTIVE & PREVENTATIVE ACTION	
<ul style="list-style-type: none"> ▪ Procedure for: <ul style="list-style-type: none"> ▪ dealing with actual & potential environmental nonconformities ▪ taking corrective & preventive action ▪ Procedure defines requirements for: <ul style="list-style-type: none"> ▪ <i>identifying & correcting nonconformities & taking action to mitigate environmental impact</i> ▪ <i>investigating nonconformities, determining their cause, & taking corrective action to avoid recurrence</i> ▪ evaluating need for action to prevent nonconformities & implementing <i>preventive action to avoid occurrence</i> (including suggestions for 	

<p>improvement)</p> <ul style="list-style-type: none"> ▪ recording <i>results</i> of corrective & preventive action ▪ reviewing <i>effectiveness</i> of corrective & preventive action ▪ <i>Action taken is appropriate</i> to magnitude of problems & environmental impacts encountered ▪ <i>Changes made to EMS documentation</i> resulting from corrective & preventive action 	
4.5.4 CONTROL OF RECORDS	
<ul style="list-style-type: none"> ▪ Procedures for following control of records: ▪ Identification ▪ Storage ▪ Protection ▪ Retrieval ▪ Retention ▪ Disposal ▪ Procedure maintenance ▪ Environmental records are: ▪ Legible ▪ Identifiable & traceable to activity, product or service involved 	
4.5.5 INTERNAL AUDIT	
<ul style="list-style-type: none"> ▪ Procedure(s) for: ▪ the responsibilities & requirements for planning & conducting audits, reporting results & retaining associated records ▪ determination of audit criteria, scope, frequency & methods ▪ Procedure maintenance ▪ Internal audits of EMS conducted at planned intervals: ▪ Interval/schedule ▪ Last audit conducted ▪ Next audit planned ▪ Results of audits reported to management ▪ Audit program based on environmental importance of the operations concerned & results of previous audits (especially <i>significant</i> environmental aspects) ▪ Selection of auditors & conduct of 	

<p>audits ensure objectivity & impartiality of audit process (e.g. training & qualifications of auditors)</p>	
4.6 MANAGEMENT REVIEW	
<ul style="list-style-type: none"> ▪ Top management reviews EMS at planned intervals to <i>evaluate continuing suitability, adequacy & effectiveness</i> ▪ Types of (or forums for) management reviews (include only those that are holistic and strategic): ▪ Management reviews recorded (agendas & minutes): ▪ Input to management review includes: <ul style="list-style-type: none"> ▪ results of internal audits (preferably evaluation of effectiveness of internal audit program) ▪ evaluations of compliance with legal requirements & other requirements ▪ communication from external interested parties, including complaints ▪ environmental performance of the organisation ▪ extent to which objectives & targets have been met ▪ status of corrective & preventative action ▪ follow up actions from previous management reviews ▪ changing circumstances, including developments in legal & other requirements related to environmental aspects ▪ recommendations for improvement (from management representative) ▪ Output includes decisions & actions related to possible changes to environmental policy, objectives, targets, & other elements of EMS, consistent with commitment to continual improvement 	

Internal Audit Report Template

SAMPLE ONLY

Audit No.

Audit team:

Site/section/function audited:

Audit date:

AUDIT FINDINGS

Element	Code	Findings	CPA no.
Scope of EMS			
Environmental policy			
Environmental aspects			
Legal & other requirements			
Objectives, targets & programs			
Resources, roles & responsibilities			
Competence, training & awareness			
Communication			
Documentation			
Control of documents			
Operational control			
Emergency preparedness & response			
Monitoring & measurement			

Element	Code	Findings	CPA no.
Nonconformity, corrective action & preventive action			
Control of records			
Internal audit			
Management review			

Explanation of codes:

- Ma = Major nonconformity
- Mi = Minor nonconformity
- C = Conformity
- O = Observation

Register of Documents and Records

SAMPLE ONLY

Part A: Policy, manual, procedures, plans and external documents

Document reference	Brief description of document
EMS Manual	Description of the scope of the environmental management system, and the documented procedures that underlie the system
Environmental Policy	Statement of the organisation's commitments to its environmental management system.
Emergency Response Plan	Procedures for responding to a comprehensive range of emergency situations that may affect the organisation
Detailed work instructions or operational procedures relevant to the EMS	
Documents associated with environmental action plans e.g. energy savings plan	
Legislation & regulations relevant to the EMS	
Government policies relevant to the EMS	
AS/NZS ISO 14001:2004	Requirements for environmental management systems
Other external documents	

Part B: Registers, forms and templates

Form or template reference	Brief description of form or template
Register of Environmental Aspects	Register of environmental aspects with their risk score
Register of Environmental Objectives & Targets	Register of environmental objectives, targets and action plans for significant environmental aspects
Register of Legal and Other Requirements	Register showing how legal and other requirements apply to environmental aspects, with provision for evaluation of compliance
Responsibility Matrix	Identifies responsibilities and authorities of positions, roles and individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact; also records competencies and identifies training needs, and plans the delivery of training.
Assessment of General Environmental Management System Awareness	Questionnaire to assess awareness and competency about environmental management system.
Generic Internal Audit Checklist	Generic checklist for internal audit of environmental management system to requirements of AS/NZS ISO 14001:2004
Internal Audit Report Template	Template for internal audit reports of environmental management system
Generic Internal Audit Schedule	Generic schedule for internal audit of environmental management system for a single site agency
Register of Environmental Nonconformity and Suggestions for Improvement	Register of actual and potential environmental nonconformity and suggestions for improvement to the environmental management system managed with corrective and preventive action
Corrective and Preventive Action Form	Form for managing nonconformity and suggestions for improvement with corrective and preventive action
Register of Emergency Response Tests	Register used for planning tests of emergency preparedness and response
Emergency Test and Incident Review Form	Form for reviewing each test of emergency preparedness and response, and actual emergencies and accidents
Schedule Monitoring & Measurement	Annual table for monthly monitoring and measurement of key characteristics of the environmental management system
Management Review Template	Template for a briefing in preparation for a management review of the environmental management system
Register of Documents and Records	This form.

Form or template reference	Brief description of form or template

Part C: Records

Record reference	Brief description of record	Storage location	Retention time
Register of Environmental Aspects	Annual register of environmental aspects with their risk analysis and determination of significance		
Register of Environmental Objectives & Targets	Annual register of environmental objectives, targets and action plans for significant environmental aspects		
Register of Legal and Other Requirements	Ongoing register showing how legal and other requirements apply to environmental aspects, with provision for evaluation of compliance		
Responsibility Matrix	Identifies responsibilities and authorities of positions, roles and individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact; also records competencies and identifies training needs, and plans the delivery of training.		
Assessment of General Environmental Management System Awareness	Questionnaire to assess awareness and competency about environmental management system		
Internal Audits	Schedules, completed checklists, and reports for internal audit of environmental management system		
Register of Environmental Nonconformity & Suggestions for Improvement	Register of corrective and preventive actions taken on actual and potential nonconformities and suggestions for improvement		
Corrective & Preventive Action Records	Completed forms to record corrective and preventive action		
Register of Emergency	Register of planned tests of emergency preparedness and		

Record reference	Brief description of record	Storage location	Retention time
Response Tests	response		
Emergency Test & Incident Reviews	Completed reviews of tests of emergency preparedness and response and actual emergencies and accidents		
Monitoring & Measurement Records	Annual tables for monthly monitoring and measurement of key characteristics of the environmental management system		
Management Review	Records of management review		
Documents and Records	Registers of documents, forms and templates, and records		

Archives Register

SAMPLE ONLY

Box No.	Contents	Location	Disposal Due Date	Disposal Means & Date
<i>2005-33</i>	<i>July 04 to Dec 04:</i> <ul style="list-style-type: none"><i>• Air travel records</i><i>• Fuel purchases</i>	<i>Bay 2, Shelf D</i>	<i>Dec 08</i>	<i>Shredded by Intershred 13/1/2009</i>

Management Review of Environmental Management System

SAMPLE ONLY

Date of review:

Review participants:

Follow-up actions from previous management reviews

Environmental performance of the organisation

Extent to which objectives and targets have been met

Results of internal audits

Results of evaluation of compliance with legal and other requirements

Status of corrective and preventive action

Communication from external parties, including complaints

Changing circumstances, including developments in legal and other requirements

Other recommendations for improvement

Proposed changes to environmental management system

Environmental policy

Risk assessment procedure and environmental aspects

Objectives, targets and programs/plans

Other elements

Date of next management review:

Record authorised by:

Date: