



## CLOSER THAN YOU THINK TO ISO 14001 OR OHSAS 18001 IMPLEMENTATION CHECKLIST

Registration to ISO 14001 or OHSAS 18001, and the continual improvement that follows, is a joint effort between you and QMI – SAI Global. Begin with implementing your ISO 14001 or OHSAS 18001 Management System and then partner with QMI – SAI Global to complete and maintain your registration.

### ✓ BUY THE STANDARD

You will need a copy of ISO 14001 or OHSAS 18001. Please visit <http://infostore.saiglobal.com/>, or contact our Publishing division at 1-888-819-3780, or email us at [uspubsales@saiglobal.com](mailto:uspubsales@saiglobal.com).

### ✓ RESEARCH

A good understanding of how other organizations have implemented and benefited from ISO 14001 or OHSAS 18001, plus any special requirements applicable to you (*such as customer or industry requirements*), is necessary to support and motivate your decision to register.

### ✓ DECISION TIME

Organization's Top management must be committed in their support of your implementation of ISO 14001 or OHSAS 18001 within the organization.

### ✓ PERFORM A GAP ASSESSMENT

In order to plan out and accomplish the implementation of your EMS or OHSMS in the most efficient manner possible you must know the status of your current EHS practices and systems versus the requirements. Refer to the QMI-SAI Global Closer Than You Think material available at <http://www.qmi-saiglobal.com/closer/>.

### ✓ ISO 14001 OR OHSAS 18001 MANAGEMENT SYSTEM TRAINING

You may decide that self-studying the Standard is not enough. Consider one of the ISO 14001 or OHSAS 18001 courses available at <http://www.qmi-saiglobal.com/training/>.

### ✓ CONSULTANT

You may also decide to bring in a business management consultant to help with your implementation. Your local QMI – SAI Global office may be able to provide a selection of qualified individuals.

### ✓ ISO 14001 OR OHSAS 18001 MANAGEMENT SYSTEM STRATEGY

Before you begin the detail work of planning and implementing your EMS or OHSMS, decide on its structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider the extent to which you will **integrate it with your ISO 9001 management system and when you will be interested in QMI-SAI Global conducting integrated audits**. Identify internal resources to provide the leadership and technical and legal knowledge required to support the systems.

### ✓ SYSTEM DEVELOPMENT AND IMPLEMENTATION PLANNING

Create the plan to ensure you put controls in place to meet all the requirements of the Standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth.



## ✓ SELECT A REGISTRAR

Apply to your registrar and complete a facility questionnaire.

## ✓ IMPLEMENTATION

Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices. Talk to your QMI – SAI Global auditor!

## ✓ DOCUMENT REVIEW AND STAGE 1 READINESS EVALUATION

QMI – SAI Global will review your documented procedures to ensure they align properly with the Standard and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date.

## ✓ REVIEW QMI – SAI GLOBAL FINDINGS

Adjust your EMS or OHSMS based on the findings from the document review and Stage 1 Readiness Evaluation.

## ✓ COMPLETE THE IMPLEMENTATION OF YOUR ISO 14001 OR OHSAS 18001 MANAGEMENT SYSTEM

You should aim to have your EMS or OHSMS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess.

## ✓ CONDUCT INTERNAL AUDIT AND MANAGEMENT REVIEW

An internal audit and management review are part of your EMS or OHSMS and need to be held in order to demonstrate full implementation of your Management System (note that you will need to audit them separately after they have been held).

## ✓ REGISTRATION AUDIT

QMI – SAI Global will provide you with an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings. All the requirements of ISO 14001 or OHSAS 18001 will be covered. We will issue you a final report.

## ✓ ISO 14001 OR OHSAS 18001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your registration and issue your certificate after audit nonconformances, if any, have been resolved.

## ✓ CELEBRATION

You've earned your registration! Celebrate and promote your success.

## ✓ MAINTAIN AND IMPROVE YOUR ISO 14001 OR OHSAS 18001 MANAGEMENT SYSTEM

Work according to the practices defined by your EMS or OHSMS and look for opportunities to improve your EMS or OHSMS and performance. Remember, you can contact your QMI – SAI Global auditor, account manager, Environmental Product Manager, or OHS Product Manager anytime.

## ✓ SURVEILLANCE AUDITS

Similar to the registration audit, except it covers either approximately ¼ of your EMS or OHSMS every 6 months or ½ of your EMS or OHSMS every year, with a focus on how well you are maintaining your management system.

## ✓ RE-REGISTRATION AUDIT

Similar to the registration and surveillance audits, it covers your entire EMS or OHSMS with a focus on how well you are maintaining it.

## ✓ A NEW ISO 14001 OR OHSAS 18001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit non-conformances, if any, have been resolved.



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