

# **EMS Example**

## **Example EMS Manual Format**

### **Contents**

- 1) Index / Revision History / Distribution List**
- 2) Environmental Policy**
- 3) Description of How EMS Addresses Each of the EMS Elements (and linkages among elements)**
  - How We Identify Significant Environmental Aspects
  - How We Access and Analyze Legal and Other Requirements
  - How We Establish and Maintain Objectives and Targets
  - How the Organizational Structure Supports EMS (organization charts, key responsibilities)
  - How We Train our Employees and Ensure Competence
  - How We Communicate (internally and externally)
  - How We Control EMS Documents
  - How We Identify Key Processes and Develop Controls for them
  - How We Prepare for and Respond to Emergencies
  - How We Monitor Key Characteristics of Operations and Activities
  - How We Identify, Investigate and Correct Nonconformance
- 4) Environmental Management Program Description**
- 5) Annual Objectives and Targets**
- 6) Action Plans (to achieve objectives and targets)**
- 7) Tracking and Measuring Progress**
- 8) EMS Procedures**
- 9) Index / Revision History / Distribution List**

**10) Organization-wide Procedures (some EMS elements may have more than one procedure)**

- Environmental Aspects Identification
- Access to Legal and Other Requirements
- Training, Awareness and Competence
- Internal Communication
- External Communication
- Document Control
- Change Management Process(es)
- Management of Suppliers / Vendors
- Emergency Preparedness and Response
- Monitoring and Measurement
- Calibration and Maintenance of Monitoring Equipment
- Compliance Evaluation
- Corrective and Preventive Action
- Records Management
- EMS Auditing
- Management Review

**11) Procedures / Work Instructions for Specific Operations or Activities (examples only)**

- Waste Management
- Wastewater Treatment
- Operation of the Paint Line

**12) Other EMS Documentation**

(Emergency Response Plans, etc.)