

EMAS/ ISOeasy Course

OVERVIEW

The Eco-mapping/ ISOeasy course is designed to walk participants through the process of using an eco-map, developed for a small to medium enterprise, and then develop a full EMS in a sequence of easy to follow and logical steps.

Participants will be presented with a range of template materials, develop their own information specific to a site, and begin to 'build' an EMS.

The course includes an on-site visit to a small business close to the training site, where a 'hands-on' assessment of the site will occur.

Participants will then report back to the group regarding the issues observed, and will use the information gathered to further develop EMS materials.

DAY 1

Introduction into the training seminar.

Module 1	Working with SME's and EMAS/ISO 14001, Trends in the market, update on environmental and legal issues.
Module 2	Update on EMAS and ISO 14001 concepts, requirements and language

Ecomapping basic concepts

Module 3	Introduction into Ecomapping: facts, uptake and concepts
Module 4	Understand how Ecomapping toolbox works

Learning by doing: Ecomapping in a company

Module 5	Organisation of site visits
Module 6	Understanding the site visits issues
Module 7	Preparation of site visits
Module 8	Site Assessment: use of ecomapping templates, workers participation and weather map.
Module 9	Preparing the presentation of site visits results by group Presenting and discussing ppt presentation of results

DAY 2

From Ecomapping to an EMS compliant with EMAS and ISO 14001

Module 10	ISO/EMAS easy methodology: Overview of the steps following the PICA cycle and contribution of EMAS / ISO easy templates in ISO 14001
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Environmental initial review and planning of an EMS

Module 11	Transcribing the "free-hand" site maps into formal ecomaps: Defining the legal requirements in the ecomaps, Collecting ideas of objectives, targets and indicators
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Module 12	Defining significant environmental aspects and impacts
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Module 13	Defining the objectives, targets and environmental program
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Structuring an EMS

Module 14	Structure of an informal EMS: basics and concepts
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Module 15	Roles, responsibilities and internal collaboration
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Module 16	Documentation and document control requirements
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Module 17	Informal working instructions for all relevant activities
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Module 18	Emergency preparedness and response
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Module 19	Internal and external communication: worker implication and participation and external stakeholders involvement
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Module 20	Training, awareness raising and competence within an EMS Developing Environmental Identity cards
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DAY 3

Controlling an EMS

Module 21	Internal control of an easy EMS : basics and concepts
Module 22	Quick Check : <ul style="list-style-type: none"> • Internal control by monitoring and measurements: follow-up of indicators • Regular compliance control • Internal auditing planning and organisation • Treatment of non-conformities and determination of corrective and preventive action
Module 23	Introduction on management of records: analysis, trainings, events and using the Eco Log Book

Improvement and external communication of an EMS

Module 24	Input into the management review, EMS analysis and improvements and using Control Panel template in a management review
Module 25	Introduction on EMAS external environmental communication and elaborating a 2 page environmental statement

ISO 14001 and EMAS validation basics: third party audits

Module 26	Recent case studies of certified companies using EMAS or ISO easy methodology
Module 27	Statements of verifiers and auditors concerning certification of EMS developed with EMAS or ISO easy methodology

Controlling the coherence of an EMS and understanding of the concepts

Module 28	Checking the coherence between all steps of the EMAS easy methodology: the spider web
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Introduction on cost effective EMS cluster projects

Module 29	Case studies of successful coaching/cluster projects and project outline and budget time lines of clusters in your region
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Evaluation and closure of the training seminar

Module 30	Exam and individual evaluation of participants Global evaluation of the training seminar by the participants
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