

Environmental Management System Plan

Reference: EMS DOC 6

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1. Scope

This plan applies to all environmental management system planning in Organisation Name and will be conducted in line with the [Context of the Organisation Procedure](#).

2. Responsibilities

2.1 The Head of Risk is responsible for identifying environmental management system risks, and for the development, testing and maintenance of plans to manage those risks.

2.2 The Environment Manager is responsible for environmental aspects of the organisation on a day-to-day basis, and is also responsible for carrying out the risk assessments on which environmental management system planning depends.

<<2.3-2.4 removed for sample purposes>>

3. Environmental Management System Plan

3.1 Identify business interfaces

Each of the critical outward and inward facing business activities within the scope of the environmental management system is identified and listed, in order of criticality, "arranged by department/division."

3.2 Identify key processes

The key processes (including supplier services) in each activity, together with the key resources required for normal operations, as well as the owner/Manager/Executive (genericline) of the process, are identified next and the data is added to "Enter details of the log/record where this data can be found."

3.3 Identify assets

"The critical assets that are involved in each process are identified and cross-referenced to the asset register."

3.4 Identify objectives

Organisation Name identifies objectives for the environmental management system that will be used to determine the efficacy of the implementation during the [Management Review Procedure](#).

3.5 Define and apply risk assessment process

"The Board of Directors approve a methodology for risk assessment which defines Organisation Name's approach to identifying risk, the scales to be used for calculating and analysing risks, and the levels of risk that are acceptable within this analysis."

3.6 Create risk treatment plan

On the basis of the risk assessment process outcomes, and the determined acceptance levels, create a risk treatment plan.

3.7 Implement risk treatment

Board of Directors to provide resources and allocate responsibilities for implementing actions to treat risks, including incorporating activities into business processes.

<<3.8-3.11 removed for sample purposes>>

Document Owner and Approval

The Management System Owner (MSO) is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to

"Specify which members of staff this document is intended for"

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