

**Insert Company
logo here**

Environmental Management System Manual

(MAN001)

NO.	REV.	DESCRIPTION	DATE	BY	CHKD.

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1.0 PURPOSE

The purpose of this document is to outline the processes used by (insert company name) for the effective management of the organisation, in accordance with all applicable legislation and ISO14001. This manual will aid the organisation in the pursuit of effective environmental management regarding our activities or activities we can influence, that may have an impact on the environment. The organisations shall also use this manual as a means of interpreting the requirements of ISO14001 to ensure our operations align with the spirit of the standard.

1.1 Conformance

This manual has been written in conformance with international environmental management system standard ISO14001:2015.

1.2 Subordinate Documentation

This manual provides an outline of our interpretations of the requirements of ISO14001 as well as an outline of the actions we take to ensure conformance to those requirements, this may include signposting to relevant subordinate management system documentation. Where signposting to subordinate documentation exists, this will be highlighted use ***Bold & Italics***.

2.0 ABOUT OUR ORGANISATION

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3.1 Terms and Definitions Table

Terms	Definition
The Organisation	(Insert Company Name)
Document	Maintained documented information i.e., Documentation which instructs such as written information detailing the processes to undertaking a specific task, activity or operation.
Record	Retained documented information i.e., Documentation which acts as evidence of conformity such as information used to demonstrate the completion of a task, activity or operation.
EMS	Environmental Management System
Uncertainty	A deficiency / lack of information, knowledge or understanding of a circumstance, event, consequence and / or likelihood. (This is not to be confused with "Measurement Uncertainty")
Risk	A negative effect of uncertainty
Opportunity	A positive effect of uncertainty
	Efforts to bring nonconforming product / service into conformance through