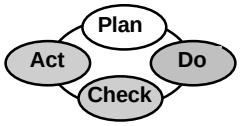

Key Elements of an EMS: A Snapshot

- **Environmental policy** — Develop a statement of your organization's commitment to the environment. Use this policy as a framework for planning and action.
- **Environmental aspects** — Identify environmental attributes of your products, activities and services. Determine those that could have significant impacts on the environment.
- **Legal and other requirements** — Identify and ensure access to relevant laws and regulations, as well as other requirements to which your organization adheres.
- **Objectives and targets** — Establish environmental goals for your organization, in line with your policy, environmental impacts, the views of interested parties and other factors.
- **Environmental management program** — Plan actions necessary to achieve your objectives and targets.
- **Structure and responsibility** — Establish roles and responsibilities for environmental management and provide appropriate resources.
- **Training, awareness and competence** — Ensure that your employees are trained and capable of carrying out their environmental responsibilities.
- **Communication** — Establish processes for internal and external communications on environmental management issues.
- **EMS documentation** — Maintain information on your EMS and related documents.
- **Document control** — Ensure effective management of procedures and other system documents.
- **Operational control** — Identify, plan and manage your operations and activities in line with your policy, objectives and targets.
- **Emergency preparedness and response** — Identify potential emergencies and develop procedures for preventing and responding to them.
- **Monitoring and measurement** — Monitor key activities and track performance. Conduct periodic assessments of compliance with legal requirements.
- **Nonconformance and corrective and preventive action —** Identify and correct problems and prevent their recurrence.
- **Records** — Maintain and manage records of EMS performance.
- **EMS audit** — Periodically verify that your EMS is operating as intended.
- **Management review** — Periodically review your EMS with an eye to continual improvement.

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