

ORGANIZATION NAME.

**ENVIRONMENTAL MANUAL
(ISO 14001:2015)**

Address

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Date		
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ORGANISATION PROFILE

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SCOPE OF APPLICATION OF EMS

The scope of this Environmental Management System of ABC to meet the requirements of ISO 14001:2015 with respect to its activities related to:

“Manufacture and Marketing of -----”

The above scope is applicable to ABC's manufacturing facility located at:

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2.0 Normative References

The following documents in part or whole, are normatively referenced or used in the preparation of this manual and are indispensable for its application. For dated references, only the edition cited shall apply.

- ISO14001:2015: Environmental Management Systems - Requirements with Guidance for Use
- ISO14004:2016: Environmental Management Systems – General Guidelines on Implementation

3.0 Terms and Definitions

- 3.1 Audit: Systematic,
Independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
- 3.2 Competence
Ability to apply knowledge and skills to achieve intended results.
- 3.3 Compliance Obligations
Legal requirements and other requirements (admitted term)
Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with.
- 3.4 Conformity
Fulfilment of a requirement.
- 3.5 Continual Improvement
Recurring activity to enhance performance
- 3.6 Corrective Action
Action to eliminate the cause of a nonconformity and to prevent recurrence.
- 3.7 Documented Information
Information required to be controlled and maintained by an organization and the medium on which it is contained.
- 3.8 Effectiveness
Extent to which planned activities are realized and planned results achieved.
- 3.9 Environment
surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships.
- 3.10 Environmental Aspect
Element of an organization's activities or products or services that interacts or can interact with the environment.

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- 3.11 Environmental Condition
State or characteristic of the environment as determined at a certain point in time.
- 3.12 Environmental Impact
Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
- 3.13 Environmental Management System (EMS)
Part of the management system used to manage environmental aspects, fulfil compliance obligations, and address risks and opportunities.
- 3.14 Environmental Objective
Objective set by the organization consistent with its environmental policy.
- 3.15 Environmental Performance
Performance related to the management of environmental aspects.
- 3.16 Environmental Policy
Intention and direction of an organization related to environmental performance, as formally expressed by its top management.
- 3.17 Indicator
Measurable representation of the condition or status of operations, management or conditions.
- 3.18 Interested Party
Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.
- 3.19 Life Cycle
Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.
- 3.20 Management System
Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives.
- 3.21 Measurement
Process to determine a value.
- 3.22 Monitoring
Determining the status of a system, a process or an activity.
- 3.23 Nonconformity
Non-fulfilment of a requirement.
- 3.24 Objective
Result to be achieved.

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3.25 Organization

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.

3.26 Outsource

Make an arrangement where an external organization performs part of an organization's function or process.

3.27 Performance

Measurable result.

3.28 Prevention of Pollution

Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

3.29 Process

Set of interrelated or interacting activities which transforms inputs into outputs.

3.30 Requirement

Need or expectation that is stated, generally implied or obligatory.

3.31 Risk

Effect of uncertainty.

3.32 Risks and Opportunities

Potential adverse effects (threats) and potential beneficial effects (opportunities).

3.33 Top Management

Person or group of people who directs and controls an organization at the highest level.

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4.0 Organization Context

4.1 Understanding the Organization and Its Context

ABC has determined the external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended results of the EMS. These issues include environmental conditions being affected by or capable of affecting ABC.

Information about these external and internal issues are monitored and reviewed periodically as a part of our functional and management reviews.

4.2 Understanding the Needs and Expectations of Interested Parties

To understand and manage positive, negative and changing influences from our stakeholders to the success of the organization and its environmental management system, ABC has determined the followings:

- interested parties relevant to the EMS;
- their needs and expectations relevant to the EMS and
- which of these needs and expectations become compliance obligations

ABC continually monitor and review information about these interested parties at management reviews, functional meetings etc. to assure their needs and expectations are effectively managed in the environmental management system.

4.3 Scope Determination of the Environmental Management System

ABC has determined the boundaries and applicability of the environmental management system considering,

- a) the external and internal issues as determined under 4.1;
- b) the compliance obligations as determined under 4.2;
- c) the activities, products and services;
- d) functions and physical boundaries;
- e) the planned or performed work-related activities;
- f) ABC's authority and ability to exercise control and influence.

ABC has applied all requirements of ISO14001:2015 standard to the intent and scope of the environmental management system.

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Scope of EMS is as given below:

“Manufacture and Marketing of ----- Products”

4.4 Environmental Management System and Its Processes

ABC has established, documented and implemented environmental management system, including the processes needed and their interactions, in accordance with the requirements of the standard ISO14001:2015 and is maintained and continually improved through the use of environmental policy, objectives, audit results, analysis of data, corrective and preventive actions and management reviews.

Reference

- Needs and expectations of interested parties.
- External and Internal issues

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5.0 Leadership

5.1 Commitment of Leadership

Top management of ABC commits and provides leadership necessary to implement, maintain and improve the environmental management system by,

- a) taking accountability for the effectiveness of the environmental management system;
- b) ensuring that the environmental policy and environmental objectives are established and are aligned to the context and strategic direction of the organization;
- c) integrating the environmental management system requirements into the organization's business processes;
- d) enabling the resources required for effective environmental management system;
- e) communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- f) ensuring that the environmental management system achieves its intended results;
- g) directing and supporting persons to contribute to the effectiveness of the environmental management system;
- h) creating an environment for continual improvement;
- i) supporting other relevant management roles;

5.2 Environmental Policy

ABC top management has established implemented and maintained an Environmental Policy. It is appropriate to the purpose and context of the organization, including the nature, scale and environmental impacts of our activities, products and services. It provides a framework for setting environmental objectives, commitment to the protection of the environment, prevention of pollution, fulfillment of applicable compliance obligations and shows commitment to continually improve the environmental management system.

Environmental Policy Communication

Environmental policy is available and maintained as documented information . It has been communicated, understood, and applied within the organization through training, displays and distribution.

By publishing the policy in company web site it has been made available to the interested parties. The EMS Policy is periodically reviewed and updated, as necessary.

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Environmental Policy

ABC strives to protect the environment by strict compliance to all applicable regulations and the environmental policy gives top priority on the following:

- Take measures towards the prevention of global warming by
Minimizing energy consumption.
- Pollution prevention
- Reducing waste materials through Recycle/reuse practices.
- Conservation of water
- Reduce the use of materials that has impact on the ecology system.

We achieve this by creating awareness and making the employees understand the environmental policies and also declaring our policies to the public.

Date: 01.01.2023

CEO.

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5.3 Roles, Responsibilities, and Authorities

ABC organization chart is available. Responsibility and authority related to the EMS for various positions are defined and maintained by the HR department. These are communicated to all concerned parties. Further, responsibility and authority of personnel performing activities having an effect on the EMS' performance are defined in the respective procedures, work instructions.

The Operational Head is overall accountable for the EMS of ABC and is having following responsibility and authority:

- a) ensuring that it conforms to the requirements of ISO14001:2015;
- b) reporting on its environmental performance, to top management.

Reference

- Organization Chart with Job Descriptions.

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6.0 Planning

6.1 Actions to Address Risk and Opportunities

6.1.1 General

When planning our environmental management system, ABC considered the internal and external issues described in 4.1, the requirements of interested parties described in 4.2 and the scope of the environmental management system, and determined the risks and opportunities associated with environmental aspects, compliance obligations and issues and requirements described in 4.1 and 4.2 that need to be addressed to:

- a) Provide assurance that the environmental management system can achieve its intended results (e.g. compliance to requirements, realizing objectives and targets etc.);
- b) Prevent, or reduce, undesired effects; (e.g. proactive risk management, taking preventive measures etc.)
- c) Achieve continual improvement (e.g. meeting targets, reduction of waste and energy consumption etc.)

ABC documents above risks and opportunities and plan actions to address them establishing necessary operational controls and incorporating them into procedures, work instructions and providing training etc. Evaluation of effectiveness of the actions taken includes management reviews, legal compliance, feedbacks from interested parties etc.

ABC uses tools such as political, Economic, Social, Technological, Legal, Environmental, SWOT analysis, FMEA (Failure Modes and Effects Analysis), brainstorming etc. to identify and manage risk and opportunities.

6.1.2 Environmental Aspects

ABC determined the environmental aspects of its activities, products and services that can be controlled within the defined scope of the environmental management system and those that can influence, and their associated environmental impacts, considering a life cycle perspective.

When determine those environmental aspects ABC considered,

- a) changes, including planned or new developments, and new or modified activities, products and services;
- b) abnormal conditions and reasonably foreseeable emergency situations;

Those aspects are assesses to using established criteria to identify the ones have significant impacts on the environment.

ABC maintains documented information on its,

- a) environmental aspects and associated environmental impacts;
- b) criteria used to determine its significant environmental aspects;
- c) significant environmental aspects

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6.1.3 Compliance Obligations

ABC has,

- a) determines at a sufficiently detail level and has access to the compliance obligations related to its environmental aspects;
- b) determine how these compliance obligations applicable to its environmental aspects and how they apply to the organization;
- c) take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system

ABC maintains documented information of its compliance obligations.

6.1.4 Planning Action

ABC plans actions to address its significant environmental aspects, compliance obligations, risk and opportunities.

Those actions are incorporated into the environmental management system processes or other business processes and evaluates their effectiveness setting objectives, checking legal compliance etc.

6.2 Environmental Objectives and Plan to achieve them

6.2.1 Environmental Objectives

ABC has established environmental objectives at all relevant functions and levels, taking into account the significant environmental aspects, applicable compliance obligations and considering risk and opportunities.

ABC environmental objectives,

- a) are consistent with the environmental policy;
- b) are measurable (if practicable) in order to give clear direction as to what is required and the expected outcome;
- c) are monitored using suitable means such as dept meetings, management reviews to ensure that the objectives are being met;
- d) have been communicated within the organization as documented information to ensure that teams and individuals are aware of their importance and contribution;
- e) are reviewed and updated periodically demonstrate progress and to take account of changing circumstances that could result in new, expanded, amended, cancelled objectives etc.

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6.2.2 Plan of actions to achieve environmental objectives

While planning how to achieve its environmental objectives, ABC determine:

- a) what will be done (e.g. Environmental programs, training and awareness);
- b) resources required (e.g. human, infrastructure) to deliver objectives;
- c) responsibility for achieving objectives (e.g. top management, department managers);
- d) timescales for achieving objectives (e.g. within month, within the year)
- e) Methods used to evaluate the results (e.g. management reviews, Dept meetings etc.)

Reference

- Risk and Opportunities (Organization context)
- EMS - Objectives
- Environmental aspects/impact register

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7.0 Support

7.1 Resources

ABC is fully committed to provide resources needed for the establishment, implementation, maintenance, and continual improvement of the environmental management system. ABC consider the capabilities of, and constraints on, existing internal resources and determine what needs to be obtained from external parties.

7.2 Competence

ABC ensures that the persons performing works under its control that affect its environmental performance and its ability to fulfill its compliance obligations are competent on the basis of appropriate education, training, or experience.

Comparing individual's competency levels against the competency required, training needs are identified and necessary trainings are provided to close competency gaps, effectiveness is evaluated and appropriate documented information (training records, certificates) are retained as evidence of competence.

7.3 Awareness

ABC has determined to the extent necessary, the persons doing work under its control are aware of:

- a) the environmental policy and their commitment to the environmental policy;
- b) significant environmental aspects and related actual or potential environmental impacts associated with their work;
- c) their contribution to the effectiveness of the environmental management system, including the benefits of enhanced environmental performance;
- d) the implications of not conforming with the environmental management system requirements, including not fulfilling the organization's compliance obligations.

Meetings, trainings and awareness sessions are used as the means for pass above awareness.

7.4 Communication

7.4.1 General

ABC determines the internal and external communications relevant to the environmental management system. This includes on what, who, to whom, when and how the communication is happened.

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When establishing this communication process, ABC take into account the applicable compliance of obligations, and ensure that environmental information communicated is consistent with information generated within our environmental management system, and is reliable. ABC responds to relevant communications on its environmental management system and retains documented information as evidence.

7.4.2 Internal Communication

ABC internally communicates information relevant to the environmental management system among the various levels and functions, including changes to the environmental management system, as appropriate. Internal meetings, emails, notice boards, corrective actions and internal audit processes are some forms of the communications used.

Organization ensures that this internal communication process enables persons doing work under its control contributes to continual improvement.

7.4.3 External Communication

ABC externally communicates information relevant to the environmental management system, as established by the organization's communication process and as required by its compliance obligations. Emails, meetings with interested parties, memos, applications, corrective actions for external audits and complaints from outsiders are some form of the communications used.

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7.5 Documented Information

7.5.1 General

ABC maintains a documented environmental management system which includes,

- a) documented information required by ISO14001:2015 standard;
documented information determined by the organization as being necessary for the effectiveness of the environmental management system.

Extent of documented information required depends on the type of activities, processes, products, and services, need to demonstrate the fulfilment of compliance of obligations, complexity of processes and their interactions, and the competence of persons who perform work etc.

7.5.2 Creating and Updating of Documented Information

When creating and updating documented information, ABC ensures followings as appropriate:

- a) Identification and description (e.g., Document title, reference number etc.);
- b) Format and media (e.g. language, software version, graphics, paper, electronic etc.);
- c) Review and approval for suitability and adequacy.

Authorized persons to approve and release different type of documented information have been defined in relevant procedures and work instructions.

7.5.3 Control of Documented Information

Documented information required by the environmental management system are controlled to ensure:

- a) they are available and suitable for use, where and when they are needed;
- b) they are adequately protected from loss of confidentiality, improper use, or loss of integrity etc.;
- c) In addition to the internally originated ones, documented information of external origin determined by ABC to be necessary for the planning and operation of the environmental management system are also identified as appropriate and controlled.

Reference

Procedure for Control of documented Information

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8 Operation

8.1 Operational Planning and Control

ABC plans, implements, controls and maintains the processes needed to meet the environmental management system requirements, and to implement the actions determined in clause 6.1 and 6.2 engaging all relevant functions. For that we,

- a) establish criteria for the processes
- b) Implement necessary controls (e.g. Elimination, substitution, engineering controls, administrative controls etc.) for the processes in accordance with the operating Criteria; When determine the necessary controls, or the changes to existing controls, we consider risk and opportunities that needs to be addressed, and any unintended consequences that can result, and take actions to mitigate any adverse effects.

ABC also ensure that its outsourced processes are controlled or influenced, and the extent of control or influence to be applied to the processes is defined within the environmental management system.

Consistent with a life cycle perspective, ABC:

- a) establishes controls, as appropriate, to ensure that our environmental requirements are addressed in the design and development process for the product or service, considering each life cycle stage as much as possible;
- b) determines environmental requirements for the procurement of products and services, as appropriate (E.g. eco-friendly packing materials etc.);
- c) communicates relevant environmental requirements to external providers, including contractors via documented instructions, contract or supplier agreements, end user instructions;
- d) considers the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.

We maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.

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8.2 Emergency Preparedness and Response

ABC establishes implements and maintains the processes needed to prepare for and respond to potential emergency situations identified in 6.1.1. ABC:

- a) prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- b) respond to actual emergency situations;
- c) take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
- d) periodically test the planned response actions, where practicable;
- e) periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests;
- f) provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

ABC maintains documented information to the extent necessary to have confidence that the processes are carried out as planned.

Reference

- Emergency preparedness Process
- Operational Control Process

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9. Performance Evaluation

9.1 Monitoring, Measurement, Analysis, and Evaluation

9.1.1 General

ABC monitors, measures, analyses and evaluates its environmental performance.

For that we determine:

1. What needs to be monitored and measured (e.g. boundary noise levels, quality of the treated waste water etc.);
2. Methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results (e.g., Data capture instructions such as procedures, statistical process control techniques, fishbone diagrams etc.);
3. Criteria against which the organization will evaluate its environmental performance, and appropriate indicators (e.g. BOI Norms, industrial standards);
4. when the monitoring and measuring shall be performed (e.g., daily, weekly, monthly);
5. when the results from monitoring and measurement shall be analyzed and evaluated

(e.g., at functional meetings, EMS workgroup meetings, management reviews).

Only verified or calibrated monitoring and measuring equipment are allowed to take measurements.

Environmental performance and the effectiveness of the system is evaluated and communicated to both internally and externally, as appropriate per the communication process and as required by applicable compliance obligations.

Documented information are retained as evidence of the monitoring, measurement, analysis and evaluation of results.

9.1.2 Evaluation of Compliance

ABC has established, implemented and maintain the processes needed to evaluate fulfilment of its compliance obligations. For that we:

- a) determine the frequency that compliance will be evaluated;
- b) evaluate compliance and take action if needed;
- c) maintain knowledge and understanding of its compliance status and
- d) retain documented information as evidence of the compliance evaluation results.

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9.2 Internal Audit

9.2.1 General

ABC conducts internal audits at planned intervals to provide information on whether the environmental management system conforms to below requirements and are effectively implemented and maintained.

- a) organization's own requirements for its environmental management system (e.g. policies, objectives, procedures, instructions etc.);
- b) requirements of ISO14001:2015 International Standard;

9.2.2 Internal Audit Program

ABC has planned, established, implemented, and maintain an audit program including the frequency, methods, responsibilities, planning requirements, and reporting, which shall take into consideration the environmental importance of the processes concerned, changes affecting the organization, and the results of previous audits.ABC:

- a) define the audit criteria and scope for each audit through audit plan;
- b) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- c) ensure that the results of the audits are reported to relevant management;
- d) take appropriate correction and corrective actions without undue delay;
- e) retain documented information as evidence of the implementation of the audit program and the audit results.

9.3 Management Review

9.3.1 General

Top management reviews the organization's environmental management system, at least once a year, to ensure its continuing suitability, adequacy and effectiveness.

9.3.2 Management Review Inputs

Management review meetings are planned and carried out taking into consideration:

- a) the status of actions from previous management reviews;
- b) changes in
 - i. external and internal issues that are relevant to the environmental management system;
 - ii. needs and expectations of interested parties, including compliance obligations;
 - iii. significant environmental aspects;
 - iv. risk and opportunities.
- c) the extent to which environmental objectives have been met;
- d) information on environmental performance, including trends in:
 - i. nonconformities and corrective actions;
 - ii. monitoring and measurement results;

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- iii. fulfillment of compliance obligations;
- iv. audit results;
- e) the adequacy of resources;
- f) relevant communications from interested parties, including complaints;
- g) opportunities for continual improvement.

9.3.3 Management Review Outputs

The outputs of the management review include:

- conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;
- decisions related to continual improvement opportunities (e.g. implementation of corrective actions, innovations, best practices, lesson learned etc.);
- decisions related to any need for changes to the environmental management system, including resources such as people, infrastructure, technology;
- actions, if needed, when environmental objectives have not been achieved (e.g. root cause analysis, identification of corrective actions);
- opportunities to improve integration of the environmental management system with other business processes, if needed;
- any implications for the strategic direction of the organization.

Management review meeting minutes are retained as evidence of the results of management reviews.

Reference

- MRM Process
- Internal audit process
- EMS Performance evaluation Process

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10. Improvement

10.1 General

ABC always seeks opportunities to improve its environmental management system, implementing actions necessary to achieve its intended outcomes. For that we consider the results from the analysis and evaluation of environmental performance, evaluation of compliance, internal audit results and management review outcomes. Which include:

- a) Improvements to its products, services and processes to meet environmental requirements as well as to address future needs and expectations;
- b) correction, prevention, or reduction of undesired effects on the environment;
- c) Continual improvement to the performance and effectiveness of the environmental management system.

10.2 Nonconformity and Corrective Action

If any nonconformity identified, including any arising as a complaint, ABC promptly acts as below.

- a) based on the significance, nonconformity is documented on a corrective action report and form a team to investigate;
- b) take actions to control (contain) and correct it. Deal with the consequences;
- c) evaluates the need for action to eliminate the cause(s) of the nonconformity, by:
 - do a root cause analysis
 - determine the root cause(s) of the nonconformity
 - check similar nonconformities exist, or could potentially occur in other areas;
- d) determine and implement corrective and preventive actions appropriate to the significance of the effect of the nonconformity encountered, including the environmental impacts;
- e) review the effectiveness of any actions taken;
- f) if necessary, update risks and opportunities determined during planning;
- g) make changes to the environmental management system, if necessary;

EMR takes specific actions escalating the issue when timely and effective corrective actions are not achieved.

Documented information on nonconformities is retained as evidence of the nature of the nonconformities, any subsequent actions taken and the results of any corrective action.

Reference:

EP-10: Environmental Procedure - Nonconformity and Corrective and Preventive Actions

10.3 Continual Improvement

ABC continually improves the suitability, adequacy, and effectiveness of the environmental management system. ABC use results of analysis and evaluation, and the

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outputs from management review meetings, to determine if there are any needs or opportunities which can be addressed as part of continual improvement process.

Determination of improvement activities based on internal drivers such as achievement of environmental objectives, environmental performance etc., and external drivers such as changes to interested parties and their expectations, compliance obligations, environmental impacts etc. Implemented improvement activities are monitored and effectiveness of the results is evaluated.

Reference

- Nonconformance/ Corrective action process