

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to ensure that the context of the organization and the needs and expectations of interested parties are understood at [Your Company](#).
- 1.2 The procedure applies to the external and internal issues that can affect the Environmental Management System (EMS).

2.0 Responsibilities and Authorities

- 2.1 The [President](#) has the prime responsibility and approval authority for this procedure.
- 2.2 [Top management](#) is responsible to determine the relevant external and internal issues that affect the ability to achieve the intended outcomes of the EMS and that can impact on the planning of the EMS.
- 2.3 [Top management](#) is responsible to include environmental conditions capable of affecting or being affected by the company.

3.0 References and Definitions

3.1 Reference

- 3.1.1 This document addresses clause 4 of the ISO 14001:2015 standard covering, Context of the organization.

3.2 Definitions

- 3.2.1 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.2.2 Context of the organization: Combination of internal and external factors and conditions that can have an effect on an organization.
- 3.2.3 Interested party: Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity

4.0 Resources

- 4.1 As provided with the procedure P-710 for Resource management

5.0 Instructions

- 5.1 To fully understand the organization and its context, [Your Company](#) determines the external and internal issues that are relevant and that affect its ability to achieve the intended outcomes of the EMS.
 - 5.1.1 The external and internal issues include environmental conditions capable of affecting or being affected by the company.

- 5.1.2 Relevant internal and external Issues may include the:
- Environmental conditions related to climate, air quality, water quality, land use, existing contamination, natural resource availability, biodiversity, etc., that can either affect the company's purpose, or be affected by its environmental aspects;
 - External cultural, social, political, legal, regulatory, financial, technological, economic, natural and competitive context, whether international, national, regional or local;
 - Internal characteristics or conditions of the company, such as its activities, products and services, strategic direction, culture and capabilities (people, knowledge, processes, systems).
- 5.2 To completely understand the needs and expectations of interested parties, **Your Company** identifies the relevant interested parties that are relevant to the EMS.
- 5.2.1 The interested parties are identified by the **Environmental team / ISO steering committee**. Their expectations and needs (requirements) are determined along with which of their requirements become compliance obligations.
- 5.2.2 Interested parties can include person(s) and groups concerned with or affected by the environmental performance and can be customers, communities, suppliers, regulators, nongovernment companies, investors, employees.
- 5.3 In support of **Top management**, the EMS documentation provides for an understanding of the requirements and of the international standard as a whole.
- 5.4 To determine and establish the scope of the EMS, **Your Company** determines the boundaries and applicability of the EMS and considers the external and internal issues, the compliance obligations, its business unit(s), function(s), and physical boundaries, its activities, products and services, and its authority and ability to exercise control and influence.
- 5.4.1 After the scope is defined, all activities, products and services within that scope are included in the EMS.
- 5.4.2 The scope is maintained as documented information and is available to interested parties.
- 5.4.3 Describe the scope of your EMS. The scope of the EMS is as follows:

- 5.5 To enhance environmental performance and achieve the intended outcomes, **Your Company** establishes, implements, maintains and continually improves the EMS. Consideration is given to the knowledge of its context and to the

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determination of the processes needed and their interaction and application throughout the company.

- 5.5.1 This approach provides for the management of the EMS and its processes through the application of a “Plan-Do-Check-Act” continual improvement methodology, and a focus on addressing the risks and opportunities leading to the prevention of undesirable outcomes.
 - 5.5.2 Plan-Do-Check-Act continual improvement guidelines for the application of the P-D-C-A cycle are provided as on form A-400-001 and outline a 7-step problem solving approach to corrective and preventive action, and system improvement.
 - 5.5.3 In support of [Top management](#), the planning procedures P-600 for Planning and P-810 for Operational planning and control are established to further detail the processes.
 - 5.5.4 In support of [Top management](#), the procedures P-910 for Monitoring, measurement, analysis, and evaluation and P-930 for Management review are used to evaluate the performance of the EMS.
- 5.6 [Your Company](#) maintains and controls documented information to support the operation of processes and retains documented information needed to provide confidence and evidence that the processes are being carried out as planned.
- 5.6.1 The documented information collectively describes the EMS where a pyramid-shape documentation structure provides for:
 - Tier I - Manual
 - Tier II - Procedures
 - Tier III - Work Instructions
 - Tier IV - Environmental Records
 - 5.6.2 The procedure P-750 for documented information is established to control documentation and to retain records.

6.0 Forms and Documented Information

- 6.1 Attachment / Form
 - 6.1.1 A-400-001 PDCA guidelines
- 6.2 Documented information / Related processes
 - 6.2.1 P-600 Planning for the EMS