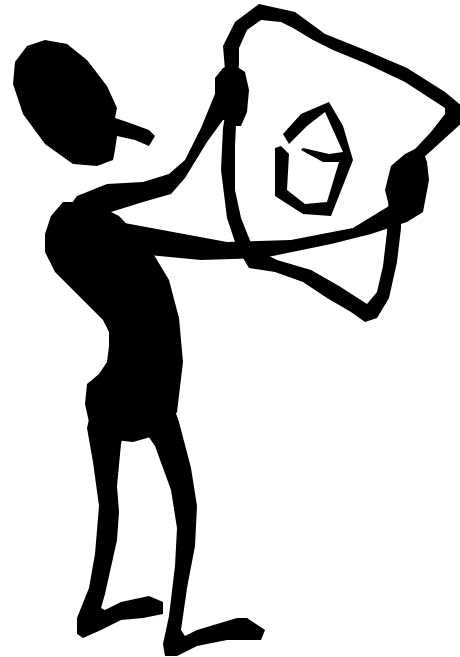


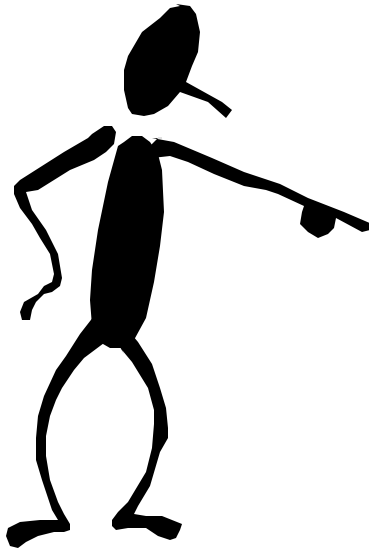
---

# *How to Use the IACNA Corporation ISO 14001 Implementation Workbook*



# Roadmap for ISO 14001 Implementation

These Boxes  
are *Action Items*  
in the *Roadmap*



Top Management ***Decides to Proceed***

Management ***Appoints*** EMS  
Representative and Facility  
Environmental Coordinator

EMS Representative acquires the  
IACNA ISO 14001 Workbook

***Open*** and ***Print*** the ISO Workbook and  
*Follow Along...*

---

# ***EMS Workbook***

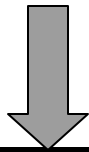
The EMS Workbook covers 6 key implementation tasks:

- ❖ Task 1: Preparation
- ❖ Task 2: Planning
- ❖ Task 3: Development
- ❖ Task 4: Implementation
- ❖ Task 5: System Certification
- ❖ Task 6: Operation and Maintenance

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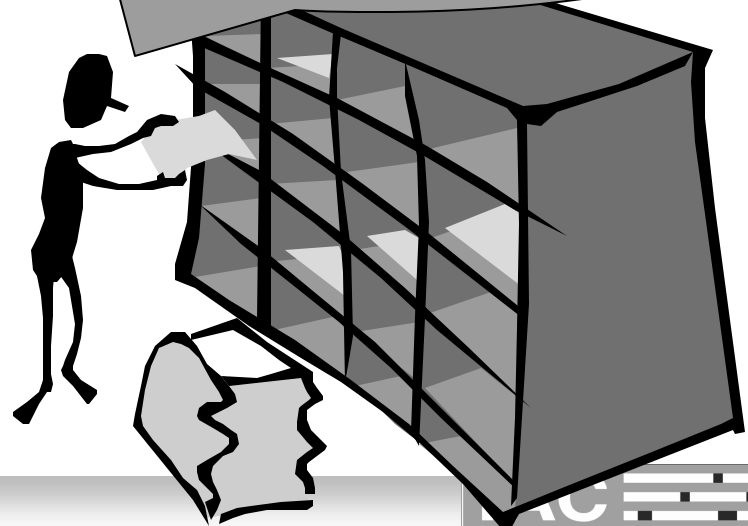
# *The EMS Workbook*

**OPEN** the EMS  
Workbook



**PRINT** and **PLACE** in a  
Three-ring Binder

This 3-Ring Binder is your  
MASTER FILE  
of Implementation Records



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## ***Read Pages 1 - 4 of the Workbook...***

Important background information is given there, including...

- ❖ Additional resources
- ❖ Implementation tasks
- ❖ Introduction to Task 1: Preparation

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## ***Start Completing the Workbook from Page 6...***

On Page 5 of the Workbook **READ** the text and **COMPLETE** the Action Items. **LIST** the names of the EMS Representative and Facility Environmental Coordinator

**OPEN** the **Attachments** in the ISO 14001 Workbook

**PRINT** the Implementation Action Item Checklist.doc and **STORE** it in the front pocket of your 3-Ring Binder

**CHECK OFF** Completion of Task 1.1 on the Action Item Checklist

Go to Task 1.2 on Page 7

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## *Go to Page 6 (Task 1.2)...*

**READ** the text, and **COMPLETE** the Action Items



**CHECK OFF** Completion of Task 1.2 on the Implementation Action Item Checklist



**GO** to Page 8 (Task 1.3), **READ** the text, and **COMPLETE** the Action Items

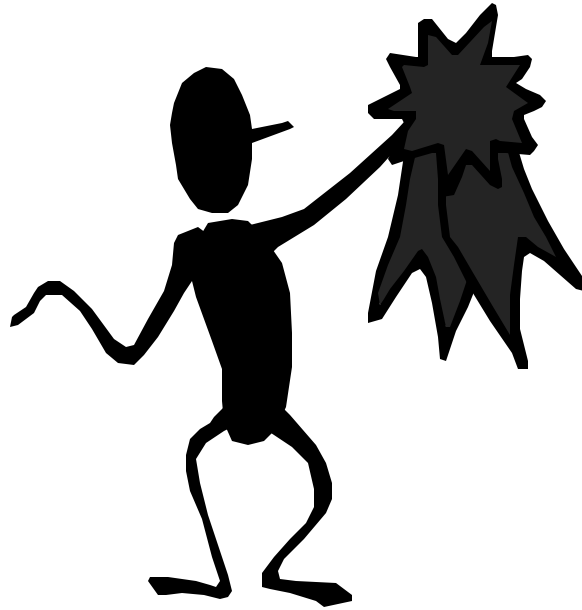


**CHECK OFF** Completion of Task 1.3 on the Implementation Action Item Checklist



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***And so on....to Task 6.0 on Pages 40 to 42***



Congratulations on  
completing the  
implementation of your  
ISO 14001 EMS!

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***Note: Task 2.2 is a Key Task in  
Implementation***

For Task 2.2 – ***Determine Significant Aspect and Impacts*** on Page 17 of the Workbook additional resources are available...

***IACNA Plants Only - CALL/CONTACT*** the Corporate Environmental Group for instruction for help, as required, for this step.

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## ***Other Resources in the Work Book***

- ❖ The “***EMS Workbook***” Attachments folder contains electronic versions of forms and records referred to in the EMS Workbook
- ❖ ***Presentations:***
  - ❖ “***Why ISO 14001***”
  - ❖ A review of the elements of the ISO 14001 Standard is found in “***Review of the ISO 14001:2004 Standard***”

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***Good Luck on Implementing Your EMS!***

