



النهضة للخدمات ش.م.ع.ع
Renaissance Services SAOG
Contract Services Group مجموعة خدمات العقود
Tawoos Industrial Services Company

Environmental Management System (EMS)

Issue No	Revision No	Date Issued	Authorised By	Page No
1	0	1 st June 2012	Chief Executive Officer CSG	1 of 22



Table of Contents

Introduction	3
Environmental Management Systems	3
Steps to establishing and implementing an EMS	4
Independent certification of an EMS	5
1. Scope of the EMS	6
Interaction between EMS elements	7
2. Environmental policy & Waste Management Policy.....	8
3. Planning.....	9
3.1 Environmental aspects	9
3.2 Legal and other requirements	11
3.3 Objectives, targets and program(s).....	11
4. Implementation and operation	12
4.1 Resources, roles, responsibility and authority.....	12
4.2 Competence, training and awareness	12
4.3 Communication.....	13
4.4 Documentation.....	14
4.5 Control of documents.....	14
4.6 Operational control	15
4.7 Emergency preparedness and response	15
5. Checking	16
5.1 Monitoring and measurement	16
5.2 Evaluation of compliance	16
5.3 Nonconformity, corrective & preventive action.....	17
5.4 Control of records	19
5.5 Internal audit.....	19
6. Management review.....	20

EMS Appendixes

- Appendix A Environmental Policy
- Appendix B Register of Environmental Aspects
- Appendix C Register of Legal and Other Requirements
- Appendix D Legal and Other Requirements
- Appendix E Register of Environmental Objectives and Targets
- Appendix F Responsibility Matrix, Training Needs Analysis & Training Plan
- Appendix G Assessment of EMS Awareness Form
- Appendix H Standard Operating Procedure (Waste Segregation)
- Appendix I Register of Emergency Response Tests
- Appendix J Emergency Test and Incident Review Form
- Appendix K Schedule of Monitoring and Measurement
- Appendix L Register of Nonconformity and Suggestions for Improvement
- Appendix M Corrective and Preventive Action Form
- Appendix N Internal Audit Schedule
- Appendix O Internal Audit Checklist
- Appendix P Internal Audit Report Template
- Appendix Q Register of Documents and Records
- Appendix R Archives Register
- Appendix S EMS Management Review Form
- Appendix T Glossary

Issue No	Revision No	Date Issued	Authorised By	Page No
1	0	1 st June 2012	Chief Executive Officer CSG	2 of 22



Introduction

Environmental Management System EMS

An Environmental Management System (EMS) is a structured system or management tool which, once implemented, helps the organisation to identify the environmental impacts resulting from its business activities and to improve its environmental performance. The system aims to provide a methodical approach to planning, implementing and reviewing the COMPANY's environmental management.

The COMPANY has systems for managing its human resources, business objectives and finances as well as occupational health and safety, and security. The EMS will work more effectively when designed to operate in line with the existing COMPANY systems and processes, such as the planning cycle, the setting of targets and improvement programs, corrective and preventive action and management review.

The environmental aspects of the COMPANY are those activities, products and services that have or can have an impact on the environment. The EMS shall enable the COMPANY to identify its environmental aspects and determines which of them can have a significant impact on the environment. This helps understanding how it interacts with the environment. This in turn guides in determining where environmental controls or improvements are needed, and in the setting of priorities for action to improve environmental performance.

An environmental policy sits at the top of the environmental management system and articulates the overall intentions and direction of the COMPANY regarding its environmental performance. It provides a formal way for the top management to express commitment to environmental management and improvement.

The EMS also provides a way to plan for and demonstrate that steps have been taken to reduce or prevent environmental harm from occurring as a result of the COMPANY operations. The EMS also requires assessing how the COMPANY meets its legal and other requirements relating to its environmental aspects.

Issue No	Revision No	Date Issued	Authorised By	Page No
1	0	1 st June 2012	Chief Executive Officer CSG	3 of 22