**Environmental Management System Manual:**

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**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL**:

**1. Purpose:**

This manual defines the scope of the Environmental Management System (EMS) in *our company* and links the systemdocuments to the different requirements of the ISO 14001: 2015 standard.

The most important elements described in this manual are:

* Environmental policy
* Environmental aspects
* Compliance obligations
* Environmental objectives and targets
* Environmental management programs
* Organizational structure and responsibilities
* Training, awareness and competence
* Communication
* Document management
* Operational management
* Emergency preparedness and response
* Non-conformities and corrective actions
* Records
* Internal audits
* Management review

**2. Terminology and abbreviations:**

The EMS manager is responsible for drafting and updating the list with terms and definitions (EF-002) and the list with abbreviations (EF-003).

The terms and definitions relate to:

- the environmental care in general

- the specific activities performed in the company.

**3. Versions and Updates:**

The administration of this manual is in accordance with the environmental procedure EP-752 “Control of documented information”. All copies of this manual that are not labelled with the stamp “Controlled document” are not controlled and can only be used as a reference.

Updates to this manual will be published by the EMS manager after acceptance by the top management.

**4. Context of the organization**

**4.1. The organization and its context**

Our company has identified the external and internal issues that are relevant to its purpose and that can influence the performance of the environmental management system (EMS). Included are the impact of the environmental conditions on our company and the impact of our company on the environmental conditions.

The context is described in EF-411.

**4.2. The needs and expectations of the interested parties**

Our company has identified:

* The interested parties who are relevant to the environmental management system
* The needs, the demands and the expectations of these interested parties
* Which of these needs and expectations have become compliance obligations.

The needs and expectations of the interested parties are described in EF-421.

**4.3. Scope of the management system**

When determing the scope, our company has considered the context of the organization (see 4.1), the needs and expectations of the interested parties (see 4.2) and our authority and ability to exercise control and influence.

The environmental management system (EMS) covers the environmental aspects which our company directly manages and the environemental aspects which our company influences.

The scope of the environmental management system is described in EF-431.