

APPENDIX 1 – EMAS IMPLEMENTATION PROGRAM

South Derbyshire District Council

Outline Programme for Introduction of EMAS

Action	Timescale
Stage 1 Commitment and Policy	
Initial Scoping Review, and Detailed Departmental Reviews to be undertaken.	Complete
Environmental Legal Register to be compiled	Complete
Draft a Proposed Environmental Policy 2007 based on the initial reviews	Drafted, awaiting adoption
Stage 2 Planning	
Review and Adopt Proposed Environmental Policy 2007 as our formal policy for the implementation of EMAS	June 2007
Publish the Adopted Environmental Policy, and distribute as necessary.	July 2007
Develop Service objectives, targets and programme including identifying responsibilities	August 2007
Stage 3 Implementation and Operation	
Develop Staff/member Training awareness and competencies	September – December 2007
Identify and develop operational control procedures for all departments activities	January 2008
Organise environmental management system documentation	September 2007
Introduce document control	October 2007
Develop communication procedures	October 2007
Develop emergency preparedness and response procedures	October 2007
Stage 4 Checking and Corrective Action	
Establish monitoring and measurement procedures	November 2007
Develop non-conformance and corrective action procedures	December 2007
Develop record maintenance system	January 2007
Carry out internal EMS audit	March 2008
Carry out a management review	June 2008
External verification and Accreditation of ISO 14001	October 2008