

South Derbyshire District Council

Outline Programme for Introduction of ISO 14001/EMAS

Action	Timescale
Stage 1 Commitment and Policy	
Publish Draft Environmental Policy	Sept 05
Raising Awareness Programme	Sept - Nov 05
Initial Scoping Review	Sept - Nov 05
Review and Adopt Policy	Jan 06
Report upon feasibility of pursuing EMAS accreditation	Feb 06
Stage 2 Planning (subject to approval of feasibility report)	
Develop links with EMS system and SDDC intranet - test	March 06
Detailed Service Reviews of environmental aspects and activities, Legislative & Regulatory Requirements	April – July 06
Develop Service objectives, targets and programme including identifying responsibilities	Aug – Sept 06
Stage 3 Implementation and Operation	
Develop Staff/member Training awareness and competencies	Oct – Nov 06
Develop communication procedures	Dec 06
Organise environmental management system documentation	Jan 07
Introduce document control	Jan 07
Identify and develop operational control procedures	Feb – March 07
Develop emergency preparedness and response procedures	April 07
Stage 4 Checking and Corrective Action	
Establish monitoring and measurement procedures	May 07 – June 07
Develop non-conformance and corrective action procedures	July 07
Develop record maintenance system	July 07
Carry out internal EMS audit	Aug 07
Carry out a management review	Sept 07
External verification and Accreditation of ISO 14001	Oct 07