




RULES EMS

Environment Management System

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1. GENERAL

These Rules define the additional procedures and/or substitute, applied by QS for certification of environment management systems in comparison to what is already defined in the General Rules for the certification of Management Systems.

QS issues the certification in accordance with requirements of standard ISO 17021-1:2015 to Organizations whose Management System has been recognized in accordance with the requirements of standard: ~~ISO 14001:2004 (that will be withdrawn on September 15th 2018)~~ and ISO 14001:2015.

The cost of certification activity is proportional to the number of man-days (m/d) necessary to the evaluation of the Environment Management System of the Organization and the level of complexity/criticality of it with reference to Annex B IAF MD 5 document in the version in force.

1.1 Terms and definition

Contest: The general environment/area of interest, within which the company is called to carry out its functions, defined by a series of political, legislative, social, cultural and economic conditions and factors (external and internal), which determine the system of risk/opportunities within which the Environmental management shall be developed.

Lifecycle: Consecutive and interconnected phases of a system of products (or services), from the acquisition of raw materials or from the generation of natural resources to the final disposal

Environmental condition: State or characteristic of the environment (context in which an organization operates, including air, water, soil, natural resources, flora, fauna, humans and their interactions) as determined at a time established Over time

Compliance obligations: the legal requirements or other requirements that an organisation must or has chosen to satisfy

Risk: effect (positive or negative) of uncertainty

2. REFERENCE STANDARD/REQUIREMENTS FOR CERTIFICATION

An Environmental Management System must meet initially and over time the requirements of ISO 14001 and additional requirements required by Accreditation Bodies.

ISO 14001:2015 requires an organization to make a "commitment" in its environmental policy to fulfil its compliance obligations that relate to its environmental aspects. The organization shall establish, implement and maintain process(es) for periodically evaluating compliance with applicable legal requirements that is consistent with realising this commitment

For useful information on the relationship between an organisation's accredited Environmental Management System (EMS) certification and organisation's degree of compliance with applicable environmental legal requirements, please refer to EA-7/04 M:2017 legal compliance as a part of accredited ISO 14001:2015

To obtain the certification, of an Environmental Management System, the organization must:

Have performed a preliminary environmental analysis of the site/s, including:

- a description of the type of activity carried out at the site/s for which Environmental Management System certification request is applied;
- identification of the environmental aspects associated with the organisation's activities and related impacts

Have available documented information:

- defining the scope of the Environmental Management System, describing the main system elements and their interactions and containing or referring to the relative documented procedures;
- describing the Contest of the company, stakeholders and legal compliance in relation with their activity
- taking into consideration the requirements of the Standard and giving a description, also briefly, of the resources and procedures used to

ensure compliance with these requirements;

- containing a suitable description of the company organisation.

Have established and maintained active and fully operative an Environmental Management System in total conformity with the requirements of the ISO 14001:2015 Standard.

An Environmental Management System is considered as being fully operative when:

- it has been applied for at least three months;
- the internal audit system has been fully implemented and its effectiveness can be demonstrated;
- at least one management review of the system has been carried out and documented by the Top Management;
- the relevant environmental aspects have been assessed and identified;
- the environmental objectives and relative environmental programmes have been established and documented;
- the environmental impacts and controls of the associated activities have been monitored and recorded;
- continuous improvement and pollution prevention actions have been implemented.

Mandatory legislative requirements (legal compliance) are:

- Limitations and/or provisions by law;
- Limits and/or rules given on authorizations or other prescriptive documents etc

3. INITIAL CERTIFICATION

In addition to what is established by point 10 of the QS Quality Services Ltd General Rules, the organization shall communicate to QS activities/sites excluded from the scope of application of the Environmental Management System, for the purpose of checking the admissibility of such exclusions.

Together with the certification application form, or later, the Organization shall provide the following documentation to QS:

- environmental Analysis
- environmental management documented information describing the Environmental Policy, environmental objectives and programme/s and the Environmental Management System of the Organisation (last valid revision);
- list of internal procedures. if applicable, which are relevant in terms of environmental management;
- list of the environmental authorisations obtained by the organisation and a list of the environmental fulfilments applicable to the organisation.
- copy of the Chamber of Commerce registration certificate or an equivalent
- document, as evidence of the existence of the organisation and describing the activity it performs;
- list of current operational construction-yards, describing the activities performed there, if applicable;

QS may ask, at its discretion, to examine other documents, in addition to those previously mentioned, considered important for assessing the Environmental Management System:

The above documents are evaluated by QS for the conformity with the reference standard and with the requirements of these Rules.

The outcome of this review is notified to the applicant with the transmission of a copy of the audit stage 1 report – document review (if performed at QS Office); any findings considered critical found in the documentation shall be eliminated by the organisation, to the satisfaction of QS, before continuing the certification iter.

The above documentation is generally retained for archive purposes by QS.

If the audit STAGE 1 is performed entirely on site, the outcome of the document review is, in any case, indicated in the audit Stage 1 report – document review and will be given to the organisation.

In addition to what is established by point 10.6 of QS Quality Services Ltd General Rules for the Certification of Management Systems, during the STAGE 1 audit, will be verified as follows:

- a) that the Leadership has defined the Contest, stakeholders involved in their field of application
- b) that the organisation has documented the evaluation of the relevant environmental aspects and the reliability of this evaluation in relation to the type of organisation and the lifecycle of products/services;
- c) that the organisation has all the valid environmental authorisations required to allow it to carry out its activities;
- d) that the organisation complies with the fulfilments contained in the documents indicated in b), as well as with those required by applicable environmental legislation.
- e) That the Leadership, as a result of the identification of environmental impacts, has identified and assessed the risks effects, the relationship with compliance obligations and has planned the prevention/risk management actions and the definition of objectives for the improvement Performance (opportunities).

If the contents of the above letters b) and c) are not formally satisfied, please refer to the contents of point 10.8 of QS Quality Services Ltd General Rules

The audit is also held on the basis of the Preliminary Environmental Analysis Document in its update edition, and during the inspections at the site(s) will be, among other things, carried out checks on the plants and interviews with the staff of the organization involved in the environmental management System.

As well as what is stated in point 10.8 of the QS Quality Services Ltd General Rules, non-conformity is also meant as a situation such as to reduce the capacity of the management system to ensure control of environmental aspects/impacts and/or compliance with legislation.

Furthermore, in case of lack of environmental authorisations or equivalent documents, required by in force legislation, the certification process is suspended unless the organisation can at least demonstrate that:

- a) it has presented a complete and correct application for authorisation sufficiently in advance and in any case, in not less than the time the law allows the Competent Authority to grant the authorisation and that it has taken all the right steps for the authorisation procedure,
- b) it can produce objective evidence related to formal reminders sent to the pertinent authorities, after the deadlines established by law which the authorities in question should have complied with,
- c) it observes anyway the limits established by law, if existing.

The time limit as mentioned in letter a) above may be considered suspended until a reply is sent in cases the Authority may require additional documentation to that already sent.

In case the law does not indicate a specific time limit, it should be looked for in general regulations, administrative procedures or in internal rules which the Competent Authority has adopted to deal with specific processes.

If no deadline is available anyway, a six-month time limit can be considered reasonable and with caution (except in those cases where the law provides for the so-called "silent refusal").

If the audits reveal findings connected with the non-observance of environmental binding legislative requirements, the certification process, except in special cases, is suspended until the organisation has demonstrated it observes these requirements.

4. MAINTENANCE OF CERTIFICATION

The organisation shall keep records relating to:

- environmental aspects/impacts
- environmental accidents/emergencies happened on site/s and other events that could have had negative effects on the environment;
- any complaints received concerning environmental impacts caused by organization;

- any observations or remarks from national or local authorities responsible for environmental control;
- and must make them available to QS together with the relative corrective action implemented during the surveillance audits.

The organisation shall keep QS informed about any observations/remarks from national or local authorities responsible for environmental control and of any situations of legislative non compliance related to all the organisation's activities, regardless of the scope of application of the Environmental Management System.

5. ADDITIONAL CONDITIONS FOR MULTI-SITE ORGANIZATIONS

In addition to what is established by point 11 of QS Quality Services Ltd General Rules, also the following activities have to be managed by the organisation's head office:

- environmental site analysis;
- modification of aspects and associated impacts for Environmental Management Systems;

6. INDICATION FOR CUSTOMERS ABOUT THE TRANSITION PROCESS TO 14001 EDITION 2015

The new ISO standard 14001:2015 it was released on September 15th, 2015 and for the entry into force of this standard, the IAF (International Accreditation Forum) has established a transition period of 3 years after its publication (REF. IAF ID 10:2015).

According to this document, certification awarded in accordance with ISO 14001:2004, issued after the release of the new standards, will lose their validity automatically after three years from that date.

This means, that the validity of the certificates shall terminate within the time of 15TH September 2018, regardless of the effective date of certification. The implementation of the new standard and its verification of the actual implementation of the system should therefore be carried out no later than 3 years after the publication of the standard.

QS has started on May 2017 the transition process for the the accreditation of the new ISO14001:2015; QS is estimating to carry out audits in accordance with the new accredited standard by the end of 2017.

QS encourage its customers to make the transition from the old system to the new system when verifying recertification or surveillance during an annual check as planned.

It will be likely in some cases the necessity to add additional time (by a minum of half-man day audit) for the check of requirements of the new standards.

If the customer is not ready to transition during the scheduled audits, he/she may request an extraordinary audit (see QS general Rules).

In any case, for certification in accordance with the new standard, it will required the stipulation of a new contract or upgrading of the existing contract. QS is committed to ensuring that the transition will take place linearly and in particular without that the correct certificate validity, being changed at fault. The cutted months of validity will be considered at the time of issuing the new certificate in accordance with ISO 14001:2015.

At 3 years after the publication of the new edition 2015 of ISO 14001, the certification according the ISO 14001:2004 will cease to be valid, and they will be simultaneously revoked.

The organization that has not completed the transition and intends, after the expiration date of September 15th 2018, again access to the certification will have to submit a new application following the normal procedure for initial certification.

QS invites organisations that approach the implementation of their environmental system for the first time, to implement the system directly in accordance with the requirements of the new 14001: 2015 edition.

QS declares that will accept only application according the standard ISO 14001 edition 2015 edition (ISO 14001:2004 is obsolete).

