

**ENVIRONMENTAL MANAGEMENT  
SYSTEM**

\*\*\*\*\*

**ENERGY MANAGEMENT  
SYSTEM**

\*\*\*\*\*

**MANUAL**

**SAMPLE**

*Type Your Company Name*

*Street Address*

*City, State Zip*

*Here*

**Table of Contents –** [\(this page\)](#)

**Introduction**

Section A Scope of the EMS and EnMS

Section B References

- a. Normative reference
- b. Definitions

**Integrated Management System Requirements**

Section C Document Information

- a. Distribution Control List
- b. Revision Status
- c. Environmental Policy, Environmental Objective, Strategic Direction,
- d. Energy Policy, Objectives and Energy Targets, Strategic Direction,
- e. [Organization Chart](#)
- f. [Company Background - Products and Services](#)
- g. [Process Flow Diagrams](#)

Section D List of Documented Information for clauses 4 through 10

- Clause 4 Context of the Organization
- Clause 5 Leadership - Leadership
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance Evaluation
- Clause 10 Improvement

Section E Records Documentation Matrix

### Introduction to the Integrated System (IMS)

Your Company developed and implemented an integrated Environmental Management System and Energy management system in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, workers and other interested parties, enhance its environmental, and energy performance, and improve the overall management of the company. To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the integrated management system.

Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities.

Your Company meets the requirements of the international standard ISO 50001:2018. The system addresses the improvement in energy performance through the energy system.

The IMS incorporates the process approach where consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes. The management of the interactive processes provides for the achievement of continual improvement with focus on efforts leading to the prevention of undesirable outcomes and the incorporation of the Plan-Do-Check-Act continual improvement cycle.

The manual describes the IMS, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising an integrated system that ensures the compliance to the requirements of the standards.

This manual is used internally to guide the company's employees through the requirements of the ISO standards that must be met and maintained in order to control or influence the ways to protect the environment, to conserve energy, and to detail the necessary instructions that lead to continual improvement.

The manual is used externally to introduce our IMS to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides for a framework to meet the intended outcomes of the integrated management system.

The manual is approved by a top management representative

## Energy Objectives, Targets and Action Plans

---

### 1.0 Purpose/Scope

---

- 1.1 The purpose of this procedure is to describe the process of setting the energy objectives and targets at relevant functions and levels in **Your Company**.
- 1.2 This procedure provides for the development of the energy programs required to achieve the objectives and targets and outlines the process for developing action plans for the identified energy programs, as part of the integrated management system (IMS).

---

### 2.0 Responsibilities and Authorities

---

- 2.1 The **IMS team leader** has the prime responsibility and approval authority for this procedure.
- 2.2 The **IMS team leader** in consultation with the **IMS team** is responsible to coordinate activities associated with the implementation and the maintenance of this procedure covering the energy objectives, targets and action plans.
- 2.3 Additional responsibilities for other personnel are detailed in relevant paragraphs of section 5.0 below.

---

### 3.0 References and Definitions

---

- 3.1 This document addresses clause 6.2 of the ISO 50001:2018 standard, covering objectives and targets.

---

### 4.0 Resources

---

- 4.1 None

---

### 5.0 Instructions

---

- 5.1 By setting objectives and targets at the relevant functions, levels, processes and facilities, **Your Company** can focus its efforts and resources on areas of greatest energy impact and/or greatest concern to internal and/or external stakeholders.
- 5.2 Objectives and targets are consistent with the energy policy. They are measurable, monitored, communicated and updated as needed.
- 5.2.1 The objectives and targets become the drivers for the improvement in energy performance and consider legal and other applicable requirements, SEUs-significant energy uses, and energy improvement opportunities identified with the energy review.
- 5.2.2 The energy objectives planning record, form F-620-004 is used to establish and document the objectives and targets. The form is a multi-section form where:
- **Section 1** is used to restate the company's energy policy (as detailed in attachment A-520-004).
  - **Section 2** describes the primary objective(s) consistent with and as outlined in the energy policy.
  - **Section 3** describes the general objectives as identified in support of the primary objectives.

## Control of Documented Information

---

### 1.0 Purpose/Scope

---

- 1.1 This procedure describes the processes for ensuring control of the initial release and changes to the documented information essential for the operation of the IMS at [Your Company](#).
- 1.2 The procedure applies to all documented information defined as essential to the operation of the EMS, and the EnMS as an integrated management system (IMS).

### 2.0 Responsibilities and Authorities

---

- 2.1 The [IMS team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [IMS team leader](#), the [IMS team](#) is responsible to ensure that [person / workers / personnel](#) have access to and are aware of relevant IMS documentation and changes.
- 2.3 Additional responsibilities for the document owner, [the document control coordinator, department managers, engineers, employees, and the IMS team leader](#) are detailed in relevant paragraphs of section 5.0 below.

### 3.0 References and Definitions

---

- 3.1 This document addresses clause 7.5 of the [ISO 14001:2015](#) and the [ISO 50001:2018](#) standards covering, documented information.
- 3.2 The documented information collectively describes the IMS where a typical pyramid-shape documentation structure provides for:
  - Tier I - Manual
  - Tier II - Procedures ([P-xxx](#))
  - Tier III - Work Instructions ([WI](#))
  - Tier IV - Records
- 3.3 Definitions related to this procedure are provided in the document numbering instruction [WI-750-001](#).

### 4.0 Resources

---

- 4.1 None, (unless an electronic document control system is used).

### 5.0 Instructions

---

- 5.1 The IMS includes the documented information required by the ISO standards and the documented information determined to be necessary for an effective IMS.
  - 5.1.1 Documented information is created and updated to provide identification and description ([a title, date, author, or reference number](#)), format ([language, software version, graphics](#)), media ([paper, electronic](#)), and review and approval for suitability and adequacy.
  - 5.1.2 Documented information is controlled to ensure that it is available and suitable for use, where and when it is needed, and it is adequately

**EMS-Monitoring, Measurement, Analysis, and Evaluation**

---

**1.0 Purpose/Scope**

- 1.1 The purpose of this procedure is to establish the methods for the monitoring, measurement, analysis and evaluation processes required for the IMS at [Your Company](#).
- 1.2 The procedure applies to EMS processes where performance is evaluated.
- 1.3 The procedure applies to the processes needed to meet the EMS requirements as part of the integrated management system (IMS).

---

**2.0 Responsibilities and Authorities**

- 2.1 The [Environmental manager / Compliance officer](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [Environmental manager](#), the [IMS team](#) is responsible for identifying the appropriate monitoring, measurement, analysis and evaluation processes.
- 2.3 Additional responsibilities for the [IMS team](#) are detailed in relevant paragraphs of section 5.0 below.

---

**3.0 References and Definitions**

- 3.1 This document relates to clause 9.1 of the ISO 14001:2015 standard, Monitoring, measurement, analysis and evaluation.
- 3.2 No definitions

---

**4.0 Resources**

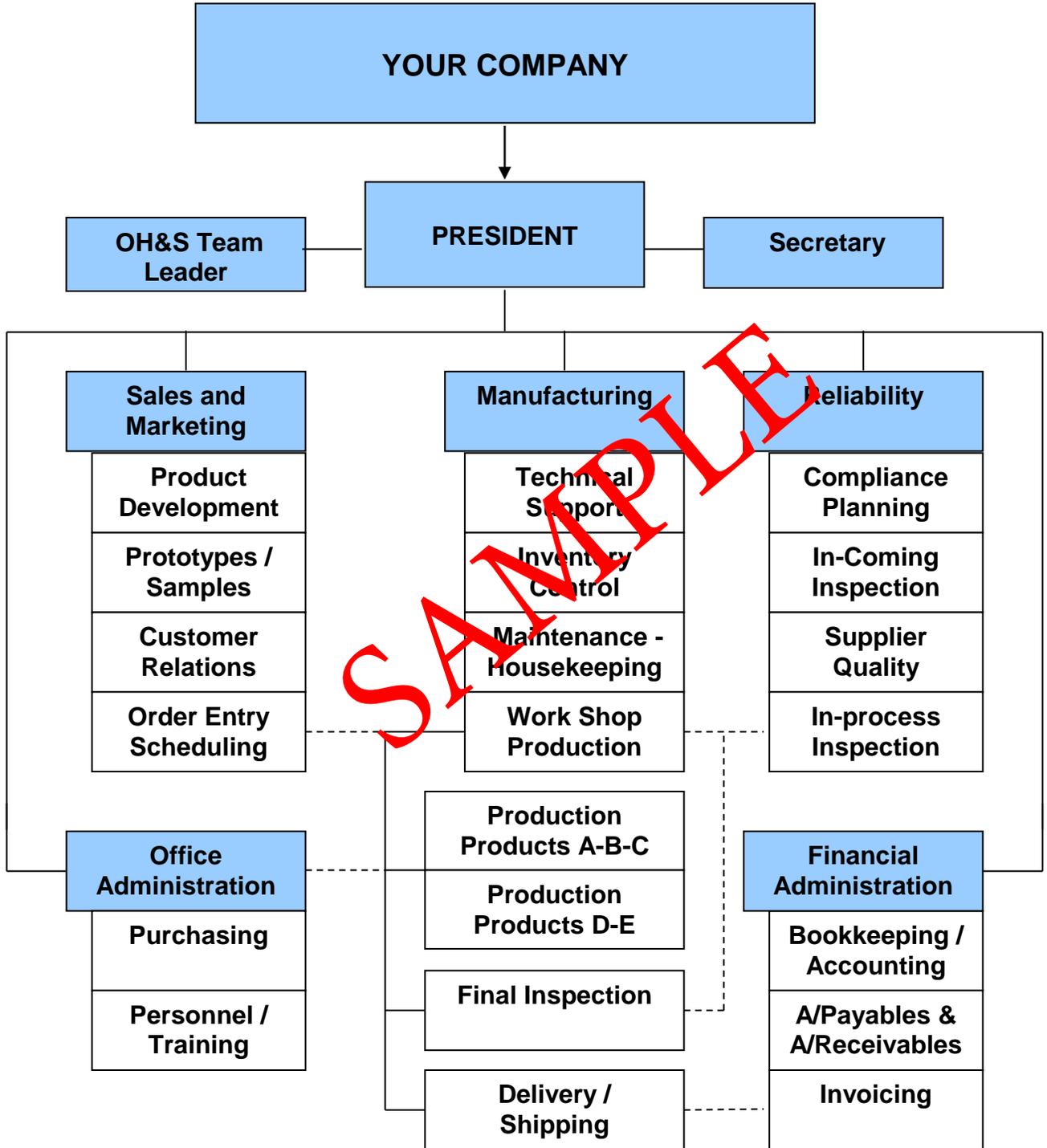
- 4.1 None

---

**5.0 Instructions**

- 5.1 In support of the planning procedures P-612 for EMS-Risk management planning and P-812 for EMS-Operational planning and control, this procedure addresses the monitoring, measuring, analysis and evaluation of the EMS processes.
  - 5.1.1 The [IMS team](#) determines what needs to be monitored and measured, as related to the operations that can have a significant environmental impact, compliance obligations, operational controls, and progress made towards measurable environmental objectives.
  - 5.1.2 The [IMS team](#) determines the methods for monitoring, measurement, analysis and evaluation that ensure valid results, the criteria against which the environmental performance is evaluated, when the monitoring and measuring is performed, and when the results are analyzed and evaluated.
  - 5.1.3 The main tools to identify what needs to be monitored and measured as detailed in procedure P-600 are the worksheets:
    - F-612-001, Initial environmental review worksheet
    - F-612-002 Risk management worksheet

Example of an organization chart



# INSERT YOUR COMPANY LOGO/NAME HERE

F-620-002

## Environmental Objectives Planning Record

| Environmental Objectives Planning                                                                                                                                                                                                                                                                                                                 |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Section 1: The Environmental Policy</b>                                                                                                                                                                                                                                                                                                        |       |
| Your Company's Environmental Policy is to<br><hr/>                                                                                                                                                                                                                                                                                                |       |
| Reference attachment A-520-002.                                                                                                                                                                                                                                                                                                                   |       |
| <b>Section 2: Definition of the primary Top Management Environmental Objective(s)</b>                                                                                                                                                                                                                                                             |       |
| Consistent with the Environmental Policy – for the period 2018 to 2023, Your Company is committed to:<br><ol style="list-style-type: none"><li>1. Environmental program, WI-622-001 – Water reuse</li><li>2. Environmental program, WI-622-002 – Air emissions</li><li>3. Environmental program, WI-622-003 – Waste disposal</li><li>4.</li></ol> |       |
| <b>Section 3: Identification of the general environmental objectives at the relevant levels</b>                                                                                                                                                                                                                                                   |       |
| In support of the primary objective(s) we are committed to:<br><ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li></ol>                                                                                                                                                                                                |       |
| <b>Section 4: Identification of supporting objectives</b>                                                                                                                                                                                                                                                                                         |       |
| Significant environmental issues as identified in the management review (with procedure P-930)<br><ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li></ol>                                                                                                                                                             |       |
| <b>Section 5: Other supporting objectives</b>                                                                                                                                                                                                                                                                                                     |       |
| A. As identified in the determination of risks, threats and opportunities associated with significant environmental aspects and compliance obligations with worksheet form F-612-001.<br><ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>                                                                                 |       |
| B. As identified for improvement projects with the program planning worksheet form F-612-003<br><ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>                                                                                                                                                                          |       |
| <b>Section 6: Review and Approval</b>                                                                                                                                                                                                                                                                                                             |       |
| Prepared by: IMS team leader                                                                                                                                                                                                                                                                                                                      | Date: |
| Reviewed by: IMS team                                                                                                                                                                                                                                                                                                                             | Date: |
| Approved by: President                                                                                                                                                                                                                                                                                                                            | Date: |

