



# Documents & Records preparation for ISO 14001:2004 Requirements

## COURSE DESCRIPTION

Documentation and records generated within the scope of the Environmental Management System are critical.

This course Provides practical guidance on how develop and document a system for EMS effectively in accordance with ISO 14001 /2004 and avoid regulatory enforcement actions.

Participants learn how to write essential documents, maintain documentation, audit documentation, ensure change control and implement proper review and approval processes.

The involvement of trainees in the open discussions and case studies on various aspects associated with Environment Management system.

## COURSE OUTLINE

- Recognize the value of good documentation in Environmental Management Systems
- Basics of EMS documentation
- Identify the required ISO 14001 documents
- Identify the different types of documents
- Learn how to write effective documentation
- Identify steps for creating your documents
- Know how to adapt existing documents
- Understand record control requirements
- Document control methods
- Typical documentation structures
- Develop the skills for Designing & Formulating a manual, procedures, work instructions and maintain records
- Practice writing EMS documents
- Final review of documentation
- Recognize how auditors look at documents

### Who Should Attend

- Management Representative
- Document Control Specialists
- Systems Analysts/Managers
- Compliance Associates
- Validation and HSE

**COURSE DURATION:** 3 Days

**TRAINING HOURS:** 15 hrs

**FEES/TRAINEE:** 450\$

**MINIMUM NO. OF TRAINEES:** 15

**LANGUAGE :** English / Arabic

