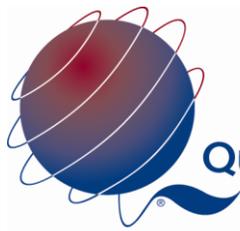# RC14001 MADE SIMPLE AND CERTAIN

## ACTION PLANNING CHECKLIST

**Sustainable businesses take** these actions to develop and implement their environmental management system (EMS) to be ready for ISO 14001 registration and to reduce the costs of meeting environmental obligations:

1.   Decide, commit and make a senior person responsible for the system.
     *This person, trained in responsible care principles, will report directly to the CEO.*

2.   Form a Task Force and review need for an RCMS advisor.
     *Select up to eight personnel from a cross section of grades and functions.*

3.   Conduct RCMS assessment using RC14001 and report.
     *Report will identify adequacy of as-is procedures and need for new procedures.*

4.   Publish/update Responsible Care Policies, Objectives & Targets and Action Plan.
     *Deploy Policy from the top and the significant impacts to Objectives and Targets.*

5.   Develop leaders to create and sustain customer/employee/supplier awareness.
     *All leaders and Task Force must learn so they understand and can explain to others.*

6.   Define organizational structure and responsibilities.
     *Keep this up-to-date with names and job titles as a formal document.*

7.   Involve employees in developing and improving their system.
     *By awareness sessions, flowcharting, team reviews and experience feedback.*

8.   Decide on the document coding procedure.
     *Use this from day one of developing system documentation.*

9.   Flowchart key processes showing all interfaces.
     *Start with core processes and then tie in the support processes.*

10.  Code all forms in line with agreed coding procedure.
     *Every form should belong to a process; remove redundant forms.*

11.  Correlate all forms to flowcharts.
     *Every form should have a place. If not, check completeness of flowchart.*

12.  Review flowcharts for accuracy.
     *By "accuracy" we mean what actually happens!*

13.    Develop and use flowcharts as documented procedures.
       *Ensure process objective(s) also address significant risks.*

14.    Review, reconcile, approve and issue as-is procedures.
       *Involve everyone and do not ignore comments. Process owners may approve.*

15.    Prepare new procedures and train staff to implement.
       *These may include: Risk assessment, RC14001 auditing and business continuity.*

16.    Issue new procedures and the RC improvement program.
       *This will be the first program implemented by the RCMS.*

17.    Describe the whole system in a system manual.
       *Keep it slim and simple for customers, every employee and suppliers.*

18.    Launch the system and respond quickly to revision requests.
       *Throw a well-deserved party! Invite continual improvement.*

19.    Start auditing to continually improve your integrated system.
       *Your trained audit team will come from action 15. Cover suppliers too.*

20.    Conduct pre-assessment at least two months before the Registrar.
       *Use a registered systems auditor and ensure all corrective actions are up-to-date.*

These actions take from 3 to 12 months depending on the extent of formalized system, the skills base, workload and the degree of management commitment. Companies successfully operating systems meeting ISO 9001 (and ISO 14001) can easily upgrade these "teamwork" systems also to meet the RCMS standard.

Once the RCMS is launched, thank and disband the Task Force and form groups to focus on using the system to achieve ambitious goals, such as zero accidents, zero emissions and zero defects while hastening the rate at which processes add value.

Quality Management International, Inc. operates across North America and in Europe as management system consultants, registered lead auditors and certified trainers of system auditors using such standards as ISO 9001, ISO 14001, ACC RC14001, ISO/TS 16949, ISO 13485, ISO/IEC 17025, AS 9100, AS 9110, BS OHSAS 18001, ISO/IEC 20000, ISO 22000, ISO/IEC 27001, ISM Code, ISPS Code, ISO 28000 and their equivalents.

**Should your organization need advice, training or audit to meet RC14001 with an effective management system, please call us toll free at:**

**(P) 800 97 14001, (F) 800 61 14004 or**

**info@aworldofquality.com**