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## ISO14001

### What is ISO 14001?

ISO 14001 is an internationally accepted standard that sets out how you can go about putting in place an effective Environmental Management System (EMS). The standard is designed to address the delicate balance between maintaining profitability and reducing environmental impact; with the commitment of your entire organization, it can enable you to achieve both objectives.

### Why implement ISO 14001?

Environmental issues are very topical at present with energy efficiency, environmental impact and carbon footprint being discussed throughout the construction industry. By implementing an Environmental Management System will allow you to assess the environmental impact your company is currently making, and where you can reduce that impact. By having ISO14001 certificated, will allow you to prove your companies environmental credibility with a certificate recognised internationally.

Through assessing the environmental impact of your current processes you may be able find more environmentally efficient ways to do things. This will hopefully assist you in using less water and energy which could make a considerable cost saving to your company.

### What are the requirements?

To meet the requirements of ISO14001, manufacturers must

- Have an Environmental Policy
- Plan the following points
  - Environmental aspects
  - Legal requirements
  - Objectives, targets and programmes
- Implementation & Operation
  - Resources, roles, responsibilities and authorities
  - Competence, training and awareness
  - Communications
  - Documentation
  - Control of documents
  - Operational Control
  - Emergency preparedness & response
- Checking
  - Monitoring & Measurement
  - Evaluation of Compliance
  - Nonconformity, corrective action and preventive action
  - Control of records
  - Internal Audits
- Management Review

## What does it involve?

Having an Environmental Management System certificated to ISO14001 involves the formation of work practises and procedures that must be implemented, maintained and reviewed. All staff in the company need to be aware of the practices and procedures and will have a role in ensuring they are maintained. The system must be certificated by a UKAS approved certification body which will include a yearly Audit.

## How can BWF help?

### Template Quality Manual

The BWF template manual is a completed environmental manual produced for a fictitious company (*The BWF Joinery Company Ltd.*) that can be adjusted to fit your company. The manual comes complete with

- Written guidance notes on turning the basic manual into a completed manual for your business
- A copy of ISO14001
- A half day visit by our consulting partners to answer your questions and help you get started

You will receive a hard copy and an electronic file of the basic quality manual.

### Consultant's Assistance

During the initial half day visit included in the purchase of the template manual, our consulting partner will discuss with you the steps that you will need to take to complete the manual, and implement the procedures into your company. If you feel that you require assistance in completing any of the steps required, you can purchase further visits from the consultant on a half or full day basis to assist you through them. Some of the steps that you may need assistance with are:

1. Getting started – Understanding the requirements of ISO14001
2. Writing procedures
3. Assessing the procedures you have written
4. Training to do internal auditing
5. Management Review & Continuous Improvement
6. Pre-audit review

### ISO14001 Certification Audit

The BWF has negotiated an exclusive audit for companies taking up the BWF service. The audits will be undertaken by the BSI who are the leading certification body for ISO14001 in the UK.

## Costs

### Implementing ISO14001

Purchase of BWF basic quality manual + ½ day initial visit	£1015
Assistance in completing ISO14001:2000 - per full day	£415
- per half day	£295

### Certification

Audit requirements for company's with 20 employees or fewer	£2495
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Includes

- Application Fee
- Document review
- 2 stage audit process
- Yearly registration fee

For companies with more than 20 employees please contact the BWF for a certification quote. After initial certification, BSI will organise and charge for audits directly.

## Application for ISO14001 Environmental Management System

### Contact Details

Company Name .....  
Address .....  
..... Post Code .....  
1<sup>ST</sup> Contact ..... Position .....  
2<sup>nd</sup> Contact ..... Position .....  
Telephone ..... Fax .....  
e-mail ..... Website .....  
Factory Address (if different) .....  
.....

### ISO14000 Consultancy Assistance

Basic Package (tick is you require this service)

Includes:

- The BWF template manual
- A copy of the British Standard
- 1 of ½ day of consultants assistance

### ISO14001 Certification

Would you like the BSI to be your ISO14001 certification provider Y / N

Scope of activities for which ISO14001 is sought .....

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..... No of employees ..... No of sites .....

Total range of activities carried out by the company .....

.....

..... Total no. of employees .....

\* Please attach a copy of the companies organisation chart and any relevant product literature

We hereby apply to the BWF, for the assistance selected above, to achieve the requirements of ISO14001.

Signed ..... Date .....

Name ..... Position .....

Please return the application form the BWF Services Manager  
55 Tufton st, London, SW1P 3QL  
fax 0870 458 6949

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## Terms & Conditions

1. The attached quote is valid for 90 days from the date shown on the quote. We reserve the right to alter this quote if accepted after that date.
2. Prices are quoted on the assumption that the quoted company will provide the necessary information and do the background work as instructed by the British Woodworking Federation (BWF) or its consultants within a reasonable time. Failure to do this could result in additional consultants' time and subsequent costs.

## Terms of Reference

3. The quoted services will be managed by the BWF and conducted by companies contracted to the BWF.
4. All work will be undertaken as defined and agreed jointly by the quoted company and the BWF.

## Invoices

5. Prices shown are in Pounds Sterling.
6. Prices Shown are exclusive of VAT. VAT will be charged at the UK rate unless the client is also registered for VAT in his/her home country, when EU rules will apply.
7. All services will be invoiced by the BWF and must be paid within 14 days of the invoice date.
8. If the quoted work extends past 2 months from the acceptance of the quote the BWF reserves the right to invoice for all costs incurred and work carried out to that stage. This will also apply for each following 2 month period.

## Contractual Agreement

In completing the application, the applying company agrees that:

9. Should it at any stage of the process decide to postpone, suspend or terminate the application, it will be invoiced to cover any work carried out to date, expenses incurred and cancellation costs of any booked services.
  10. Any work undertaken on its behalf will be treated confidentially, except where information is available in the public domain. It authorise the BWF and its service managers to release any information necessary to the service providers to achieve the services quoted.
  11. The work undertaken includes, but is limited to, the items selected on the application form.
  12. Although the Quality Management System introduced as a result of this support agreement may be deemed to satisfy the requirements of ISO14001, no guarantee can be given as to the member's successful accreditation by a third party, since other factors such as staff knowledge and satisfactory operation of the procedures, are taken into account by the assessors.
  13. The BWF and its service providers will use its best endeavours to comply with any time or date specified for the completion of the project; any time or date specified is estimated and not guaranteed. Any delays in completion of the project shall not entitle the client to rescind the contract.
  14. The Client agrees to give full assistance to the BWF and its service providers in terms of the provision of information and of accessibility to staff and premises, and when the service providers are working at the Client's premises will provide reasonable office accommodation, telephone and minor secretarial services without charge.
  15. Neither the BWF or its service providers shall be liable for damage or loss of whatever nature arising from the work done by them whether due to negligence or any other cause whatsoever, neither shall it or any of its servants or agents be liable for damage or loss of whatever nature in respect of indemnity claims by other parties arising from any delay, defect or error in any work undertaken by it, its servants or agents save to the extent that any attempted exclusion of liability would be contrary to the law of the United Kingdom.
  16. The law that applies to these terms and conditions is the law of England and Wales.
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