



**SIMMAT**  
& Associates Pty Ltd

## ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

ISO 14001:2004 "A Step by Step Guide"

### COURSE INFORMATION

**Date** Thursday 18th &  
Friday 19th October 2007

#### Enquiries

David Richardson  
Telephone 02 9466 5566  
Facsimile 02 9466 5432  
Email [dsr@aigroup.asn.au](mailto:dsr@aigroup.asn.au)

#### How to Register

Simply complete the registration form overleaf and forward your cheque to:

Australian Industry Group  
PO Box 289  
North Sydney NSW 2059  
Facsimile 02 9466 5432

#### Seminar Benefits

- Improved decision making in implementing and maintaining an EMS
- Increased risk management awareness
- Improved ability to develop and maintain a comprehensive documentation and record keeping system
- Knowledge to conduct critical self-audits of your facilities, processes and procedures to maintain 100% compliance
- Personal and professional skills growth

**Simmat & Associates together with the Australian Industry Group are proud to present another quality training program**

Australian Industry Group offers you this training opportunity over 2 days, to help you to develop the core structure of your environmental management system.

Organisations of all kinds are increasingly concerned about achieving and demonstrating sound environmental performance by controlling the impacts of their activities, products and services on the environment. Many organisations are now operating within the context of increasingly stringent environmental legislation. In many cases, these same organisations are unaware of their legal obligations and may be exposed to fines and penalties in the event that they don't address their environmental impacts in the short term.

ISO14001:2004 is similar in style to ISO 9001 which addresses quality management. It does not tell us what to do, but it does tell us the requirements that we should meet in implementing and operating an environmental management system.

An EMS involves the formulation of an environmental policy that has set objectives and targets for improvements, and which takes into account legal requirements and information about how an organisation impacts on the environment. It is intended to apply to all types and sizes of organisations and to accommodate diverse geographical, cultural and social conditions.

#### How will you benefit?

For organisations that have focused on reducing their impact on the environment, the benefits have included:

**Savings** in energy and water consumption  
**Reduced** costs for waste management  
**Reduced** distribution costs  
**Revenue** from by-products (formerly treated as waste)  
**Confidence** that they comply with legislation  
**Improved** corporate image

#### How are you going to do it?

This ISO 14001:2004 course takes you through the standard's requirements step by step, word for word, and outlines each element that you must comply with to have your system certified. You will benefit from a high level process map that will set your structure and to-do list for further development of environmental policies, procedures, flow charts and programs.

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# ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS



## ISO 14001:2004 "A Step by Step Guide"

### COURSE OVERVIEW

Environmental impacts have become a critical issue for business to consider in ensuring long term sustainability in business performance. Business today is not just about managing financial performance, it's about identifying and managing all aspects of risk to meet the requirements of customers, employees, shareholders and the community.

This seminar provides a step-by-step guide on how to implement an environmental management system (based on the International Standard ISO 14001) so that your environmental impacts are effectively managed. Tools and techniques are developed, together with procedural and process information.

### LEARNING OUTCOMES

The course follows a competency based learning structure with formal and informal assessments against the following learning outcomes:

- Understand environmental management principles
- Identify environmental aspects and impacts
- Understand environmental policies, procedures, and improvement plans
- Understand environmental audit findings and what to do next
- Understand how to access environmental legislation
- Understand how to record and report environmental performance

### Expert Course Leader

Kobi Simmat has trained and advised numerous companies in the development of management systems (Integrated Environmental, Quality, OHS, HACCP), and carries out audits and reviews to identify opportunities for strategic and process improvements. He holds graduate and post graduate qualifications to support his extensive industry experience. Kobi possesses core skills and experience in management systems training with his know how extending to ensuring that in the development and implementation phases of management system projects, all organisational impacts are considered and managed including, human resources, financial, and operational requirements.

### Designed For

This course is essential for those wishing to gain an understanding of how to implement an Environmental Management System. It has a core focus on business operators who want to do more for the environment and ensure the development of a system to track their environmental performance.

### In- House Courses

The seminar can also be conducted on a company's own premises and can be customised to suit the specific requirements of a particular business.

**Date:** Thursday/Friday 18th-19th October 2007  
**Venue:** AI Group North Sydney Office - 51 Walker Street North Sydney  
**Time:** 8.30 am Registration, Seminar 9.00am - 5.00pm both days  
**Fee:** \$890 (Includes GST)

### Registration

Please send to David Richardson with a cheque made payable to Australian Industry Group, PO Box 289 North Sydney NSW 2059 or send by fax on (02) 9466 5432 and follow with cheque. Once received, a fax confirming your registration and tax invoice will be sent.

Participant Name and Title												
Company												
Address												
Phone				Fax				Email				
A cheque is enclosed for the total fee of \$						made payable to Australian Industry Group						
Please debit my credit card \$			<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa		<input type="checkbox"/> Diners		<input type="checkbox"/> Amex			
Credit Card Number											Expiry Date	
Cardholder's Name						Cardholder's Signature						

Cancellation Policy –Registration may be cancelled up to five working days prior to commencement of course with participants either transferring to another course or receiving a full refund. If no cancellation notice is received or cancellation is made less than 5 days prior to commencement of course, no refund will be issued. You may substitute another participant at any time prior to course commencement date should the nominated person be unable to attend. AI Group reserves the right to cancel or postpone a course to an alternative date. All registered participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available course program.