



Training and Consulting Master Plan for Integrated EHS Management System by ISO 14001:2004 and OHSAS 18001:2007

Phase	Tasks		Responsibility	Manday (s)	2011					2012																										
					Dec					Jan					Feb					Mar					Apr					May					Jun	
					1-2	6-9	12-16	19-23	26-30	2-6	9-13	16-20	23-27	30-31	1-3	6-10	13-17	20-24	27-29	1-2	5-9	12-16	19-23	26-30	2-6	9-12	16-20	23-27	30	2-4	7-11	14-18	21-25	28-31	1	3-8
Plan	1	Kick - off Project & Team Assignment	Client Management	0.5	2																															
	1.1	EMR & OHSMS																																		
	1.2	Document controller																																		
	1.3	Implementation team																																		
	1.4	Internal audit team																																		
	2	Gap Analysis	Consultant	0.5	2																															
	3	Team Training	Consultant																																	
	3.1	ISO 14001 & OHSAS 18001 implementation course		2		6-7																														
	3.2	Environmental aspects course		1						9																										
	3.3	Risk assessment course		1						10																										
	4	Documentation Development		Consultant & Client Team																																
	4.1	EHS policy				2-9																														
	4.2	System manual						14-30																												
	4.3	System procedures & forms						14 Dec 11 - 13 Jan 12																												
	4.4	Environmental aspects information								11 Jan 12 - 10 Feb 12																										
	4.5	Risk assessment information								11 Jan 12 - 10 Feb 12																										
	4.6	List of applicable legal and other requirement								2-20																										
4.7	EHS objectives & programs															13-24																				
4.8	Operational control procedures															13-24																				
5	Document Review	Consultant	4				23			20			3				24																			
Do	6	Documentation Approval & Distribution	Client															27																		
	6.1	Internal Communication & Training																27-29																		
	6.2	EHSMS Implementation																																		
Check	7	Internal Audit	All																																	
	7.1	ISO 14001 & OHSAS 18001 internal audit course	Consultant	2																				26-27												
	7.2	Conduct an Internal Audit Program	Client																					5-6												
	7.3	Corrective & Preventive Actions	Client																						9-27											
	7.4	Follow - up the result of internal audit	Consultant	1																																
Act	8	Management Review	Client																																	
Improve	9	Pre - assessment	Consultant	2																																
	10	Corrective & Preventive Actions	Client																																	
Certify	11	Follow - up the result of pre - assessment	Consultant	1																																
	12	Certification Body Selection	Client																																	
	12.1	Stage 1 Audit	CB*																																	
	12.2	Corrective & Preventive Actions	Consultant	1																																
	12.3	Stage 2 Audit	CB*																																	
	12.4	Corrective & Preventive Actions	Consultant	1																																
	13	ISO 14001 & OHSAS 18001 Certified	CB*																																	

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Remark: CB = Certification Body

Revision Date: 16 November 2011