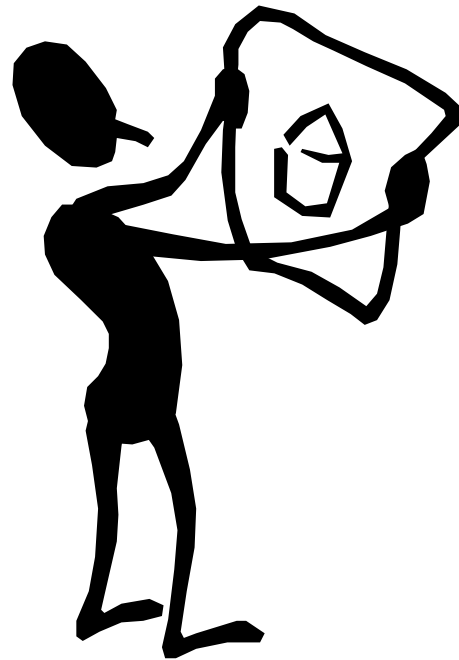
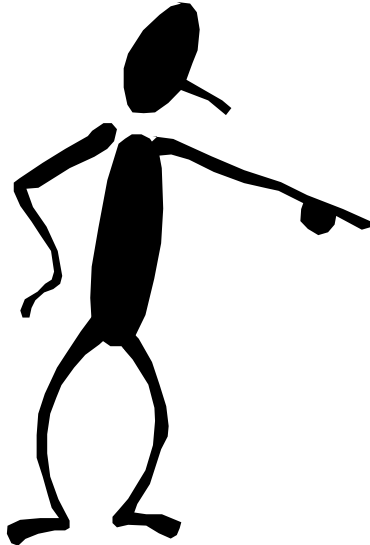

How to Use the Lear Corporation ISO 14001 Implementation Workbook



Roadmap for ISO 14001 Implementation

These Boxes
are *Action Items*
in the *Roadmap*



Top Management ***Decides to Proceed***



Management ***Appoints*** EMS Representative and Facility Environmental Coordinator



EMS Representative acquires the Lear ISO 14001 Workbook



Open and ***Print*** the ISO Workbook and ***Follow Along...***

EMS Workbook

The EMS Workbook covers 6 key implementation tasks:

- ❖ Task 1: Preparation
- ❖ Task 2: Planning
- ❖ Task 3: Development
- ❖ Task 4: Implementation
- ❖ Task 5: System Certification
- ❖ Task 6: Operation and Maintenance

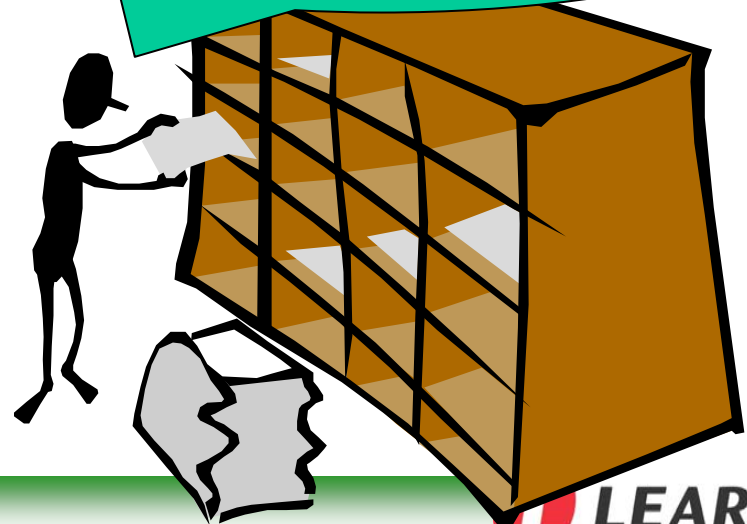
The EMS Workbook

OPEN the EMS
Workbook



PRINT and **PLACE** in a
Three-ring Binder

This 3-Ring Binder is your
MASTER FILE
of Implementation Records



Read Pages 1 - 4 of the Workbook...

Important background information is given there, including...

- ❖ Additional resources
- ❖ Implementation tasks
- ❖ Introduction to Task 1: Preparation

Start Completing the Workbook from Page 6...

On Page 5 of the Workbook **READ** the text and **COMPLETE** the Action Items. **LIST** the names of the EMS Representative and Facility Environmental Coordinator



OPEN the **Attachments** in the ISO 14001 Workbook



PRINT the [Implementation Action Item Checklist.doc](#) and **STORE** it in the front pocket of your 3-Ring Binder




CHECK OFF Completion of Task 1.1 on the Action Item Checklist

Go to Task 1.2 on Page 7

Go to Page 6 (Task 1.2)...

READ the text, and **COMPLETE** the Action Items



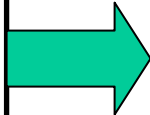
CHECK OFF Completion of Task 1.2 on the Implementation Action Item Checklist



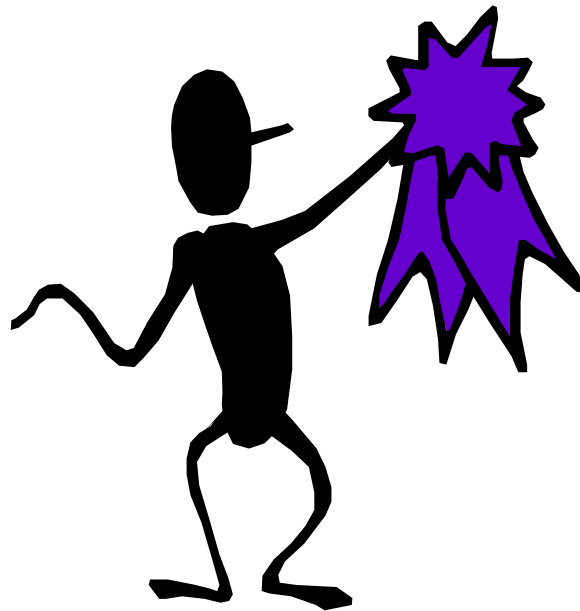
GO to Page 8 (Task 1.3), **READ** the text, and **COMPLETE** the Action Items



CHECK OFF Completion of Task 1.3 on the Implementation Action Item Checklist



And so on....to Task 6.0 on Pages 40 to 42



Congratulations on
completing the
implementation of your
ISO 14001 EMS!

***Note: Task 2.2 is a Key Task in
Implementation***

For Task 2.2 – ***Determine Significant Aspect and Impacts*** on Page 17 of the Workbook additional resources are available...

Lear Plants Only - **CALL/CONTACT** the Corporate Environmental Group for instruction for help, as required, for this step.

Other Resources in the Work Book

- ❖ The “***EMS Workbook***” Attachments folder contains electronic versions of forms and records referred to in the EMS Workbook
- ❖ ***Presentations:***
 - ❖ “***Why ISO 14001***”
 - ❖ A review of the elements of the ISO 14001 Standard is found in “***Review of the ISO 14001:2004 Standard***”

Good Luck on Implementing Your EMS!

