

New Project Emission Management Guideline

1. New Project Planning and Management

1.1 General description

Product & service organizations should establish, execute, manage, and maintain the processes required to meet the requirements of the environmental management systems, and to take measures described in 4.1 and 4.2 of the <Site Environmental Guidelines> with the use of the following:

- Environmental management manual
- Guidelines for internal evaluation
- Guidelines for identification of environmental aspects and evaluation
- Guidelines for management for each BM

Product & service organizations should conduct the following from a life cycle perspective:

- a. Establish controls as appropriate to ensure that the environmental requirements are incorporated across all steps of the design and development process of products and services
- b. Determine environmental requirements for the purchase of products and services as appropriate
- c. Distribute information regarding delivery or shipping of products and services, usage, disposal, and disuse that can have material impacts on the environmental aspects

Product & service organizations should document the information with which they can assure execution of the processes as planned

1.2 Preparation & Response to Emergencies

Product & service organizations should establish, execute, and maintain necessary processes to prepare for identified potential emergencies.

Product & service organizations should conduct the following:

- a) Plan actions for the prevention or mitigation of harmful impacts on the environment caused by emergencies
- b) Respond to actual emergencies
- c) Conduct appropriate measures in action against potential environmental impacts to prevent emergencies
- d) Conduct regular tests of planned measures in preparation for actual, possible outbreak of emergency
- e) Conduct regular review and revision of response processes after outbreak of emergency or tests
- f) Supply information and training regarding emergency response as appropriate to employees of product & service organizations as well as stakeholders.

Product & service organizations should maintain documented information with which they can assure execution of processes as planned

2. New Project Environmental Outcome Evaluation

2.1 Monitoring, measurement, analysis and evaluation

2.1.1 General description

Product & service organizations should monitor, measure, analyze, and evaluate the organization's environmental outcomes

Product & service organizations should determine the following:

- a) what to be monitored and measured
- b) applicable methods of monitoring, measurement, analysis, and evaluation to ensure valid results
- c) criteria and proper indicators to evaluate the outcome
- d) when to monitor and measure
- e) when results of monitoring and measurement will be analyzed and evaluated

Product & service organizations should ensure that they use and maintain qualified monitoring & measurement equipment as appropriate

Product & service organizations should evaluate environmental outcomes and the efficacy of the environment management systems

Product & service organizations should communicate the outcome information with internal and external parties according to the organization's communication processes and compliance requirements

Product & service organizations should document the results of monitoring, measurement, analysis, and evaluation.

2.1.2 Compliance evaluation

Product & service organizations should establish, execute, and maintain necessary processes required to evaluate the organization's compliance with requirements

Product & service organizations should conduct the following:

- a) determine the frequency of compliance evaluation
- b) conduct compliance evaluation and take necessary actions
- c) understand the compliance requirements

Product & service organizations should document the results of compliance evaluation

2. New Project Environmental Outcome Evaluation

2.2 Internal review

2.2.1 General description

Product & service organizations should conduct internal review according to the guidelines of internal review to provide information such as:

- a) whether the environmental management systems are suitable in regards to the items below:
 - 1) the organization's requirements for the environmental management systems
 - 2) the requirements of the environmental management manual
- b) whether the environmental management systems are efficiently run and maintained

2.2.2 Internal review program

Product & service organizations should establish and execute internal review guidelines including the frequency, methods, responsibility, and requirements of the internal review

In establishing the internal review guidelines, they should take into account environmental importance, changes, and results of previous review.

Product & service organizations should conduct the following:

- a) determine the criteria and scope for each review process
- b) select review panels to ensure objectivity and impartiality of the review process and conduct the review
- c) ensure that the results of the review are reported to managers in charge

Product & service organizations should document the execution of the internal review program and the results of the review for evidence

2. New Project Environmental Outcome Evaluation

2.2 Management review

Directors of product & service organizations should review environmental management systems regularly to ensure the organization's suitability, adequacy, and effectiveness.

In the management review, the following should be taken into account:

- a) Results of actions taken after the previous management review
- b) Changes as below
 - 1) Internal & external issues relevant to the environmental management systems
 - 2) Needs and expectations of stakeholders, including compliance requirements
 - 3) Material environmental aspects
 - 4) Risk and opportunities
- c) Level of achievement of the environmental goals
- d) Information about the organization's environmental outcomes including:
 - 1) Inappropriateness and remedies
 - 2) Results of monitoring and measurement
 - 3) Fulfilled compliance requirements
 - 4) Results of review
- e) Adequacy of resources
- f) Communications with stakeholders including complaints
- g) Opportunities for constant enhancement

The results of management review should include:

- Conclusion on the suitability, adequacy, and effectiveness of the environmental management systems
- Decision-making relevant to opportunities for constant enhancement
- Decision-making relevant to necessity of changes to the environmental management systems, including resources
- Necessary actions in case of the environment goals not being achieved
- Opportunities to improve integration of the environment management systems into other business processes
- Impacts on strategic moves of product & service organizations

Product & service organizations should document the results of management review for evidence

3. New Project Environmental Improvements

3.1 General description

Product & service organizations should define opportunities for possible improvement and take necessary actions to achieve the goals of the environmental management systems.

3.2 Unconformity and remedies

In case of unconformity, product & service organizations should conduct the following:

- a) They should respond to unconformity and conduct the following, if applicable:
 - 1) take actions to manage unconformity and remedy it
 - 2) handle consequences (inc. mitigation of harmful impacts on environment)
- b) measures to eliminate the cause of unconformity to prevent recurrence or occurrence in other areas
 - 1) review unconformity
 - 2) determine the cause of unconformity
 - 3) determine any similar unconformity or its possible occurrence
- c) conduct all necessary actions
- d) review the efficacy of all actions taken
- e) make changes to the environmental management systems if necessary

Remedies should conform to the importance of the impact of the unconformity which occurred including environmental impact

Product & service organizations should document the following for evidence

- nature of unconformity and all follow-up actions taken
- results of all remedies

3.3 Constant improvement

Product & service organizations should constantly improve the suitability, adequacy and effectiveness of the environmental management systems to enhance the environmental outcomes

