White Rock Farms' EMS Timeline

#	Task	Task Notes	Duration	Q1			Q2			Q3			Q4		
			weeks	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Develop intial roles & responsibilties	Select EMS Coordinator, Managent Rep, EMS Team. Establish add. roles under other tasks	1												
2	Develop boilerplate EMS manual	Include major language of ISO 14001	1												
3	Establish communication procedure	Include communications procedure in manual	1												
4	Develop & approve EMS policy	Include approved version in manual	2												
5	Identify legal and other requirements and environmental records	Include list of requirements, location of records, and procedure for updating in manual	4												
6	Develop form for and document activities/aspects/impacts	Identify aspects & impacts	4												
7	Develop and utilize ranking system to include on aspect form	Rank identified impacts for significance	4												
8	Develop procedure for annual update of significant impacts	Include procedure in manual and reference associated documents	2												
9	Establish method for document control	Include procedure for document control in manual	2												
10	Assess operational control of significant aspects & resposibilities	Develop and reference list of documented operating procedures in manual	8												
11	Develop emergency prepardness and response plan	Include plan in manual	2												
12	Develop objectives and targets	Include list of objective and targets and management plan in manual	2												
13	Train employees on policy and associated significant aspects	Develop training and compentacy procedure and include in manual	4												
13	Develop monitoring and measurement program	Include in manual procedure to monitor key characteristics and evaluating compliance	2												
14	Develop non-conformance and cor/preventative action program	Include procedure in manual and refer to any forms developed	2												
15	Establish auditing program	Complete intial audit and include auditing procedure in manual	4												
16	Establish management review	Include frequency and issues to be covered by top management in manual	2												
17	Resolve nonconformances from audit		8												