



Accredited Certification Int'l Ltd. 國際認可認證有限公司

*Your True Partner in Management System Training*

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## ACI Training Course

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<b>Code (TE3)</b>	<b>ISO 14001:2004 IMPLEMENTATION &amp; DOCUMENTATION TRAINING COURSE</b> <b>(9:30a.m. – 5:00p.m.) 1 day</b>
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### Target Audience

- ~ Environmental Management personnel, managers & consultants who need to implement or develop the environmental management system.
- ~ Delegates are better to have basic knowledge of ISO 14001

### Objectives

- ~ To understand the documentation structures of ISO 14001:2004 standard requirements
- ~ To get prepared for establishing ISO 14001:2004 documentation
- ~ To understand the advantage of documentation

### Details

- ~ ISO 14001:2004 requirements for documentation and why documentation required
- ~ Process approach to create practical documents
- ~ System Documentation (Environmental Management Manual, Environmental Management Policy, Environmental Management Objectives & Environmental Management procedures, work instruction, etc.)
- ~ Updating and Maintenance of Environmental Management system

### Methodology

- ~ Presentation, experience sharing, exercise and discussion

### Certificate

- ~ Certificate of Successful Completion will be issued to delegates who have attended full course.

### Venue

- ~ ACI training centre



## 您在管理系統訓練上的真誠夥伴

### ACI 培訓課程

**Code (TE3) ISO 14001:2004 執行與文件處理訓練課程**  
**(9:30a.m. – 5:00p.m.) 1 日**

#### 培訓對象

- ~ 需要推行或發展環境管理系統之人員、經理、教育人員和顧問
- ~ 已對 ISO 14001 有基本認識之人員

#### 培訓目的

- ~ 了解 ISO 14001:2004 標準對文件結構的要求
- ~ 為建立 ISO 14001:2004 文件做好準備
- ~ 了解文件建立的好處

#### 培訓內容

- ~ ISO 14001:2004 對文件的要求及為何有此要求
- ~ 過程方法以建立實用文件
- ~ 系統文件（環境管理手冊，環境管理方針，環境管理目標和環境管理程序，工作指導等）
- ~ 更新和維護環境管理體系

#### 上課模式

- ~ 講解、經驗分享、練習與討論

#### 證書

- ~ 達到高出席率之學員將獲頒發課程完成證書乙張

#### 上課地點

- ~ ACI 訓練中心