




K.A. KWANSA COMPANY LIMITED

PROJECT PLAN
for Implementation of the Environmental Management System

Code:	QMS.PLN.01
Version:	0.1
Created by:	Harrison Kofi Gibson
Approved by:	Albert K. Kwansa
Date of version:	February 2018
Signature:	

Change history

Date	Version	Created by	Description of change
February 2018	0.1	Harrison Kofi Gibson	Basic document outline

Table of contents

DISTRIBUTION LIST ERROR! BOOKMARK NOT DEFINED.

1. PURPOSE, SCOPE AND USERS..... **4**

2. REFERENCE DOCUMENTS..... **4**

3. EMS IMPLEMENTATION PROJECT **4**

 3.1. PROJECT OBJECTIVE..... 4

 3.2. PROJECT RESULTS 4

 3.3. DEADLINES **ERROR! BOOKMARK NOT DEFINED.**

 3.4. PROJECT ORGANIZATION 5

 3.4.1. *Project sponsor* 5

 3.4.2. *Project manager*..... 6

 3.4.3. *Project team*..... 6

 3.5. MAIN PROJECT RISKS 7

 3.6. TOOLS FOR PROJECT IMPLEMENTATION, REPORTING 7

4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT..... **7**

1. Purpose, scope and users

The purpose of the Project Plan is to clearly define the objectives of the Environmental Management System (EMS) implementation project, documents to be written, deadlines, and roles and responsibilities in the project.

The Project Plan is applied to all activities performed in the EMS implementation project.

Users of this document are members of K.A. KWANSA COMPANY LIMITED and members of the project team.

2. Reference documents

- ISO 14001:2015 standard
- Decision or any similar document prescribing project launching
- Methodology for project management

3. EMS implementation project

3.1. Project objective

To implement the Environmental Management System in accordance with the ISO 14001:2015 standard by FY2018 December at the latest.

3.2. Project results

During the EMS implementation project, the following documents (some of which contain appendices that are not expressly stated here) will be written:

- **Procedure for Document and Record Control** – procedure prescribing basic rules for writing, approving, distributing, and updating documents and records
- **Environmental Policy** – basic document that provides a framework for establishing and reviewing environmental objectives and plans for achieving them
- **Environmental Manual** – basic document that demonstrates how the organization meets the requirements of the EMS and references to procedures
- **Procedure for Determining Context of the Organization and Interested Parties** – procedure describing the process of determining context of the organization, identification of interested parties and compliance obligations, and evaluation of compliance with legal and other requirements
- **Scope of the Environmental Management System** – document defining boundaries of the Environmental Management System.
- **Procedure for Identification and Evaluation of Environmental Aspects and Risks** – procedure prescribing method of identification and evaluation of environmental aspects for each process, as well as risks and opportunities related to environmental aspects

- **Environmental Objectives and Plans for Achieving Them** – document in which the objectives of the organization are stated, as well as a plan for their realization
- **Competence, Training and Awareness Procedure** – procedure prescribing the process of identification and fulfillment of needed employees competence and awareness
- **Procedure for Communication** – procedure describing ways of communication of information relevant to the EMS
- **Procedure for Operational Control of Significant Environmental Aspects** – procedure describing how to manage significant environmental aspects
- **Procedure for Preparedness and Emergency Response** – procedure prescribing how organization and employees behave in emergency situations
- **Procedure for the Management of Non-Conformities and Corrective Actions** – prescribes how to report and handle non-conformity and initiate and complete corrective actions
- **Procedure for Internal Audit** – defines how auditors are selected, how audit programs are written, how audits are conducted, and how audit results are reported
- **Procedure for Management Review** – prescribes how to review the EMS in order to ensure its continuing adequacy, suitability, and effectiveness

Besides the above-mentioned procedures, K.A. KWANSA COMPANY LIMITED identified the need to establish the following guidelines for detailed description of operational control of significant environmental aspects:

- **Guideline for Waste Management** – describes handling hazardous and nonhazardous waste
- **Guideline for Wastewater & Sewage Management** – prescribes management of wastewater and sewage
- **Guideline for Hazardous Substances Management** – prescribes handling and storage of hazardous substances
- **Guideline for Waste Tires Management** – prescribes handling and storage of waste tires
- **Guideline for Energy & Water Management** – defines efficient way of energy and water consumption in the organization's processes
- **Guideline for Waste Vehicles** – defines process of handling and deployment of waste vehicles
- **Guideline for Used Accumulators and Batteries** – prescribes how used accumulators and batteries are stored and deployed
- **Guideline for Oil Waste Management** – defines handling, storage, and deployment of waste oils generated in the processes of the organization
- **Guideline for Electronic Waste Management** – prescribes steps in handling of electronic waste

The documents need to align with the ISO 14001 standard requirements and should incorporate the practices of the organization. Where the practices of the organization do not meet the ISO 14001 standard requirements, the practices will need to be modified.

3.3. Project organization

3.3.1. Project sponsor

Each project has an assigned "sponsor" who does not actively participate in the project. The project sponsor must be briefed regularly by the project manager about the project status, and intervene if the project is halted.

Nathanial Kwabena Kwansa, General Manager has been appointed project sponsor.

3.3.2. Project manager

The role of the project manager is to ensure the resources necessary for project implementation, to coordinate the project, to inform the sponsor about the progress, and to carry out administrative work related to the project. The project manager's authority should be such as to ensure uninterrupted project implementation within set deadlines.

Nathanial Kwabena Kwansa, General Manager has been appointed project manager.

3.3.3. Project team

The role of the project team is to assist in various aspects of project implementation, to perform tasks as specified in the project, and to make decisions about various issues that require a multidisciplinary approach. The project team meets each time before the final version of a document from section 2 of this Project Plan is completed, and in all other cases when the project manager deems it necessary.

Table of participants in the project

<i>Name</i>	<i>Organizational unit</i>	<i>Job title</i>	<i>Phone</i>	<i>E-mail</i>
Nancy Amueku	Administration	Accounts/Admin Officer	024-6665737	kwansaaccount@yahoo.com
Emmanuel Keystone Amissah	Finance & Accounting	Accountant	024-155468	kwansaaccount@yahoo.com
Adolf Hayford	Heavy Duty	Master Technician	024-5133512	kwansaservice@gmail.com
Eric Arhin	Mechanical – Nissan	Supervisor	024-2937706	kwansaservice@gmail.com
Francis Buckman	Mechanical – Toyota	Master Technician	024-9764720	kwansaservice@gmail.com
Joseph Nuvi	Mechanical – Tata	Master Technician	054-6893200	kwansaservice@gmail.com
James Kwasi	Mechanical – Others	Master Technician	024-7252427	kwansaservice@gmail.com
Oscar Anane	Air Conditioning	Master Technician	027-5952053	kwansaservice@gmail.com
Eric Amosah	Upholstery	Master Upholstery	024-5315696	kwansaservice@gmail.com
Kojo Baffoe	Body	Master Body Technician	050-9182075	kwansaservice@gmail.com
Kwame Adu-Mantey	Electricals	Master Technician	027-7678100	kwansaservice@gmail.com
Ebenezer Boama Asamoah	Paint	Master Paint Technician	026-8684792	kwansaservice@gmail.com

3.4. Main project risks

The main risks in the implementation of the project are the following:

1. Extension of deadlines in phase of establishing EMS procedures
2. Extension of deadlines during implementation of operational controls of significant environmental aspects
3. Extension of deadlines due to incorrect evaluation of significant environmental aspects

Measures to reduce the above-mentioned risks are the following:

- The project manager monitors that all activities in the project are performed within defined deadlines, and seeks intervention by the project sponsor in a timely manner.
- Hiring external help to ensure that time or resources are not spent on activities that are not important for the project, and that individual activities are not headed in the wrong direction.

3.5. Tools for project implementation, reporting

A shared folder including all documents produced during the project will be created on the local network. All members of the project team will have access to these documents. Only the project manager and members of the project team will be authorized to make changes and delete files.

The project manager will prepare a project implementation report on a monthly basis and forward it to the project sponsor.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Project implementation report (in electronic form)	01	3 years	Shared folder for project-related activities	Only the project manager is authorized to edit data	General Manager