ENVIRONMENTAL MANAGEMENT SYSTEM WEB SITE (EMSWeb)

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# Environmental Management System Web Site (EMSWeb)

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EMSWeb

Capabilities and Features

• Support EMS ISO 14001 Implementation.

• Maintain EMS:
  • Schedule/Record Audits and Inspections
  • Assign/Update/Organize Action Items
  • Improve communications
  • Create Reports
EMSWeb Requirements

- Hosted on EPR Portal.
- User registration required (password protected).
- CAC Card will be needed for NMCI users.
- Contractors are allowed, but they will need a PKI Certificate.
Supporting ISO Implementation
The 18 Elements

For each 2004 ISO 14001 Element:

• Description of the ISO 14001 Element.

• Guidance on how to use EMSWeb to implement the Element.

• Organize supporting documentation (files, text, links) demonstrating compliance with each Element for auditors.
Supporting ISO Implementation
Creating an Implementation Plan

• The GAP Analysis Worksheet breaks out ISO 14001 into 101 separate criteria.
• For each criteria the activity does not currently meet, a POAM can be created.
• Each POAM contains the actions needed to meet the criteria, completion date and responsible POC.
• The POAMs for each unmet criteria form the Implementation Plan.
EMSWeb

Supporting ISO Implementation
EMS Data

• EMS data includes Practice, Location, Equipment/Resource, Aspects (significant and non-significant) and Permits.

• EMSWeb data is relational.

• EMSWeb is Practice-centric.

• Documents (SOPs, checklists, pictures, etc) can be attached to the EMS data.
Supporting ISO Implementation
Other EMS Tools

• Create and track Objectives and Targets.
• Create POAMs to implement O&Ts.
• Organize, upload and/or link to Audits, Communication Logs, Training Records, and Emergency Responses.
• Create and track Corrective and Preventive Actions (CAPAs).
Supporting ISO Implementation Documents

- A Document repository where files can be uploaded and shared.
- Documents have control features, including permission levels and version control.
- Files can be shared within the Appropriate Facility, across the Region, or among all Navy activities.
Support EMS Audits and Inspections

- Group Audits and Inspections can be scheduled and results recorded.
- Inspections can be scheduled for a regular recurrence (e.g., monthly, yearly, etc.)
- After inspections have taken place and been recorded, any deficiencies can be noted and action items assigned to resolve the deficiency.
- CAPAs can be created from existing deficiencies.
Support EMS Action Items

- Assign actions or tasks and completion dates to personnel.
- Automatic emails for notification, reminders and overdue status can be generated.
- Action Owners have the Action Items placed onto their “My Tasks” list.
- All Action Items are viewable on a Calendar format.
Support EMS
Improve Communications

• Assign and track action items assigned to personnel.
• Share templates, documents, links and messages to all users within your Appropriate Facility, Region, or Navy (dependent upon the proper user permission levels).
• Receive guidance, templates, documents, links and messages from CNO.
Support EMS Reports

• Pre-made (canned) reports are available. Examples include:
  • Supporting information for the IAP report.
  • List of deficiencies.
  • View scheduled inspections and audits.
• All reports can be exported into Excel.
Training to use EMSWeb

User Training will be available in a variety of ways on the web site, including:

• Downloadable User’s Guide.
• Help sections on each web page.
• Pre-recorded training sessions (audio and video) that the user can view at any time.
QUESTIONS?