

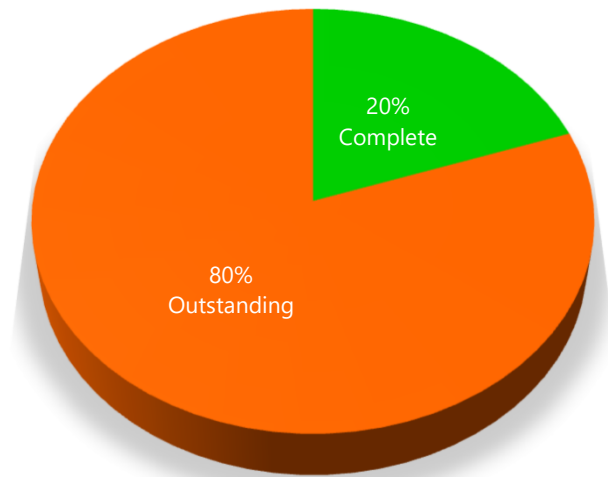
## ISO 14001 & ISO 45001 Project Plan

This project plan schedules the primary steps along a broad, 52-week timeline for the development and implementation of a health, safety and environmental management system, in order to help achieve certification to ISO 14001:2015 and ISO 45001:2018. There are 18 primary activities, to be undertaken over a 52 week duration.

### Instructions:

1. Enter start date in I14 - Note: Date must be a Monday!
2. Set the 1st planned start date in Column D
3. Set the planned finish date in Column E
4. Duration days (Column F) and the duration bars are shaded based on the dates entered
5. Do not enter data in Column F, H or I15 onwards
6. Form an HSEMS Implementation Team and begin the first activity. Enter the estimated level of progress in Column G
7. Once the activity has finished, review and complete the 'implementation checklist'. Update Column G to 100%
8. Record the estimated % progress of each activity in Column G
9. The implementation checklists in Column C are hyperlinked to the checklist files located in the 'Project Plan & Implementation' folder. If you move the checklists or plan out of this folder, ensure you re-establish the hyperlinks

Project Plan Completion Summary



18 Activities			Planned			Actual		Week 1							Week 2							Week 3				
Step	Activity	Implementation Checklist	Task Start	Task End	Task Duration	Task Progress	Not Complete	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
1	Top management must ensure the resources and finances to support the HSEMS are available	<a href="#">Step 01 - Assign Resources &amp; Budget.docx</a>	12-Aug-23	24-Aug-23	9	100	↗	27-Nov-23	28-Nov-23	29-Nov-23	30-Nov-23	01-Dec-23	02-Dec-23	03-Dec-23	04-Dec-23	05-Dec-23	06-Dec-23	07-Dec-23	08-Dec-23	09-Dec-23	10-Dec-23	11-Dec-23	12-Dec-23	13-Dec-23	14-Dec-23	15-Dec-23
2	Purchase and read copies of ISO 14001:2015 and ISO 45001:2018	<a href="#">Step 02 - Adopt the Standards.docx</a>	19-Aug-23	30-Aug-23	8	90	↗																			
3	Use the presentations to provide an overview of ISO 14001 and 45001 to key personnel	<a href="#">Step 03 - Create HSE Awareness.docx</a>	28-Aug-23	20-Nov-23	61	80	→																			
4	Conduct a gap analysis of your current management system	<a href="#">Step 04 - Gap Analysis &amp; Action Plan.docx</a>	06-Nov-23	07-Feb-24	68	70	→																			
5	Undertake the 1st management review and select a Certification Body	<a href="#">Step 05 - Management Review 1.docx</a>	01-Feb-24	12-Feb-24	8	60	→																			
6	Commence work on rectifying the identified gaps	<a href="#">Step 06 - Begin Closing the Gaps.docx</a>	08-Feb-24	19-Mar-24	29	50	→																			
7	Establish the strategic direction of your company	<a href="#">Step 07 - Strategic Direction &amp; Scope.docx</a>	15-Mar-24	26-Mar-24	8	40	↘																			
8	Establish and communicate the HSE policy, objectives and performance indicators	<a href="#">Step 08 - HSE Policy, Objectives &amp; Indicators.docx</a>	22-Mar-24	02-Apr-24	8	30	↘																			
9	Implement the supporting processes and procedures	<a href="#">Step 09 - Supporting Processes &amp; Procedures.docx</a>	29-Mar-24	29-May-24	44	20	↘																			
10	Use the presentations and select external training providers to begin internal auditor training	<a href="#">Step 10 - Train Internal Auditors.docx</a>	03-May-24	11-Jun-24	28	10	↘																			
11	Undertake the 2nd management review and amend the HSE manual template	<a href="#">Step 11 - Management Review 2.docx</a>	31-May-24	18-Jun-24	13	0	↘																			
12	Begin internal auditing (ISO 14001 and ISO 45001 Clause 9.2)	<a href="#">Step 12 - Begin Internal Auditing.docx</a>	14-Jun-24	23-Jul-24	28	0	↘																			
13	Implement the corrective actions from Step 12	<a href="#">Step 13 - Implement Corrective Actions.docx</a>	12-Jul-24	30-Jul-24	13	0	↘																			
14	Undertake the 3rd management review	<a href="#">Step 14 - Management Review 3.docx</a>	26-Jul-24	06-Aug-24	8	0	↘																			
15	Conduct a 1st Stage audit readiness review	<a href="#">Step 15 - Conduct a Readiness Review.docx</a>	02-Aug-24	27-Aug-24	18	0	↘																			
16	Certification Body 1st Stage Audit. Address 1st stage audit findings	<a href="#">Step 16 - Certification Body 1st Stage Audit.docx</a>	30-Aug-24	24-Sep-24	18	0	↘																			
17	Certification Body 2st Stage Audit. Address 2nd stage audit findings	<a href="#">Step 17 - Certification Body 2nd Stage Audit.docx</a>	13-Sep-24	01-Oct-24	13	0	↘																			
18	Certification Body to verify and close-out 2nd stage audit findings and award certification	<a href="#">Step 18 - Verification &amp; Certification.docx</a>	27-Sep-24	08-Oct-24	8	0	↘																			
19					0	0	↘																			
20					0	0	↘																			
21					0	0	↘																			