

e-Stewards® Implementation Checklist



Many companies wonder where to begin when implementing e-Stewards® registration. This checklist can help you start down the right path.

- BUY THE STANDARD**
You will need a copy of e-Stewards. Please visit <http://e-stewards.org/> or contact BAN at 1-206-652-5555.
- RESEARCH**
A good understanding of how other organizations have implemented and benefited from e-Stewards, plus any special requirements applicable to you (such as customer or industry requirements), is necessary to support and motivate your decision to register. Visit BAN's website at <http://e-stewards.org/>.
- DECISION TIME**
Top Management must be committed in their support of your implementation of e-Stewards within the organization.
- PERFORM A GAP ASSESSMENT**
In order to plan out and accomplish the implementation of an Environmental, Occupational Health and Safety Management System (EOHSMS) in the most efficient manner possible you must know the status of your current systems versus the requirements.
- E-STEWARDS EOHS MANAGEMENT SYSTEM TRAINING**
You may decide that self-studying the Standard is not enough. Consider one of the e-Stewards courses available at <http://www.saiglobal.com/training/assurance/e-stewards.htm>.
- CONSULTANT**
You may also decide to bring in a business management consultant to help with your implementation. Your local SAI Global office may be able to provide a selection of qualified individuals.
- E-STEWARDS® EOHS MANAGEMENT SYSTEM STRATEGY**
Before you begin the detail work of planning and implementing your EOHSMS, decide on its structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider if you will integrate it with any other existing management systems.
- SYSTEM DEVELOPMENT AND IMPLEMENTATION PLANNING**
Create the plan to ensure you put controls in place to meet all the requirements of the Standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth.
- SELECT A REGISTRAR**
Apply to your registrar and complete the proper documentation.
- IMPLEMENTATION**
Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices. Talk to your SAI Global auditor!
- DOCUMENT REVIEW AND STAGE 1 READINESS EVALUATION**
SAI Global will review your documented procedures to ensure they align properly with the Standard and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date.

- REVIEW SAI GLOBAL FINDINGS**
Adjust your EOHSMS based on the findings from the document review and Stage 1 Readiness Evaluation.
- COMPLETE THE IMPLEMENTATION OF YOUR E-STEWARDS® EOHS MANAGEMENT SYSTEM**
You should aim to have your EOHSMS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess.
- CONDUCT INTERNAL AUDIT AND MANAGEMENT REVIEW**
An internal audit and management review are part of your EOHSMS and need to be held in order to demonstrate full implementation of your EOHSMS (note that you will need to audit them separately after they have been held).
- REGISTRATION AUDIT**
SAI Global will provide you with an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings. All the requirements of e-Stewards will be covered. We will issue you a final report.
- E-STEWARDS® CERTIFICATE**
SAI Global will conduct an internal independent review of your registration and issue your certificate after audit nonconformances, if any, have been resolved.
- CELEBRATION**
You've earned your registration! Celebrate and promote your success.
- MAINTAIN AND IMPROVE YOUR E-STEWARDS® EOHS MANAGEMENT SYSTEM**
Work according to the practices defined by your EOHSMS and look for opportunities to improve your EOHSMS and performance. Remember, you can contact your SAI Global auditor, account manager or Environmental Technical Manager anytime.
- SURVEILLANCE AUDITS**
Similar to the registration audit, except it covers either approximately ¼ of your EOHSMS every 6 months or ½ of your EOHSMS every year, with a focus on how well you are maintaining it.
- RE-REGISTRATION AUDIT**
Similar to the registration and surveillance audits, it covers your entire EOHSMS with a focus on how well you are maintaining it. This happens every three years after your initial audit.
- A NEW E-STEWARDS® CERTIFICATE**
SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit non-conformances, if any, have been resolved.

To learn about training courses, whitepapers, on-demand webinars and other free resources, please visit <http://www.saiglobal.com/training/assurance/e-stewards.htm>

For more information
about SAI Global:

(800) 465-3717
certification.americas@saiglobal.com
www.saiglobal.com/assurance