



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

10 April 2014

1. **Project Code** 14-IN-06-GE-TRC-A
2. **Title** Self-learning e-Course on Green Productivity and the Environmental Management System (ISO 14001)
3. **Reference** Project Notification 14-IN-06-GE-TRC-A dated 25 March 2014
4. **Timing and Duration** 30 June –30 September 2014 (three months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 20 from each participating country (Minimum 380 participants per course)
7. **Self-registration** Self-registration opens from 10:00 AM Japan Standard Time on 30 June 2014 on the APO's e-learning web portal: <http://www.apo-elearning.org/moodle19/>

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

8. Objective

To enable participants to learn about ISO 14001: Environmental Management System (EMS) and to understand how an EMS should be implemented in an organization utilizing the Green Productivity (GP) approach.

9. Background

The EMS is the part of the overall management system that addresses the impact of an organization's activities, products, and services on the environment. An EMS allows an organization to identify and take control of the environmental impacts that it generates and is a tool to improve the efficiency of organizational activities, products, and services so that they will benefit the entire organization. Improved relationships with suppliers and customers can result from the consistent management and reduced environmental impacts of organizations. The APO has been organizing a number of projects related to the EMS and ISO 14001.

10. Scope and Methodology

Scope

The course will cover the following modules:

- Module 1: General Concept and Overview of EMS:
ISO 14001
- Module 2: Understanding the EMS Standard ISO
14001-I (Scope, Terms, Definition, and Objectives)
- Module 3: Understanding the EMS Standard ISO 14001-II (Principles and Fundamental
Elements of EMS) and Quiz
- Module 4: Understanding the EMS Standard ISO 14001-III (Implementation
of EMS: Policy and Planning Steps)
- Module 5: Understanding the EMS Standard ISO 14001-IV (Implementation
of EMS: Operation, Checking and Correcting, and Management Review
Steps)
- Module 6: General Concept of Green Productivity (GP) and Interrelation between
ISO 1400 and Quiz
- Module 7: Application of GP Tools to Adopt EMS: ISO 14001
- Module 8: Final Exam

Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target groups are environmental/GP/energy management personnel, trainers or consultants, and senior/mid-level managerial and technical personnel from industry in the environmental field.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.

A handwritten signature in black ink, appearing to read 'MA', with a large, sweeping flourish extending to the right.

Mari Amano
Secretary-General