

# **KES Environmental Management System Standard**

## **Miyako Agenda 21 Forum**

In recent years global environmental problems such as resource depletion and climate change have become the subject of considerable attention. Sustainable development, which attempts to couple protection of the environment with economic growth, is one of the main challenges facing the world in the 21<sup>st</sup> century. In order to address this issue, governments and businesses alike have been undertaking various efforts to reduce their impact on the environment, including the purchase of environmentally-friendly products and the creation of green supply chains.

It is not an exaggeration to say that protecting the environment has become one of the main responsibilities of businesses. Reflecting this fact, the international management standard ISO 14001 was created as a way for businesses to address environmental problems, and also as a way to allow consumers to judge the environmental performance of the companies from which they purchase products.

While large companies and governments are increasingly been certified ISO 14001 complaint, it is often difficult for small and medium-sized enterprises to do so. As such businesses form the backbone of Kyoto's local economy (accounting for over 90% of all businesses), the Miyako Agenda 21 Forum decided to try and create a low-cost, easy-to-understand environmental management system that such companies could more easily participate in. The KES Environmental Management System Standard is that result of those efforts.

### **KES Environmental Management System Structure**

The aim of an environmental management system (EMS) is to help businesses to manage and minimize the environmental impacts of their activities.

#### **Features of the KES Standard:**

1. **Goal of Certification:** To increase an organization's awareness about environmental protection and to promote the introduction of environmental considerations into everyday business practices.
2. **Suitable organizations and industries:** Any organization (e.g. business, local government, school, household) or industry can take part in KES Standard.
3. **Standard Details:** Two different stages of KES have been created in order to maximize ease of participation. In addition, in order to promote substantive activities, several easy-to-understand manuals have been created, such as the *Program Introduction* and the *Example Environmental Protection Manual*.

**Program Contents:**

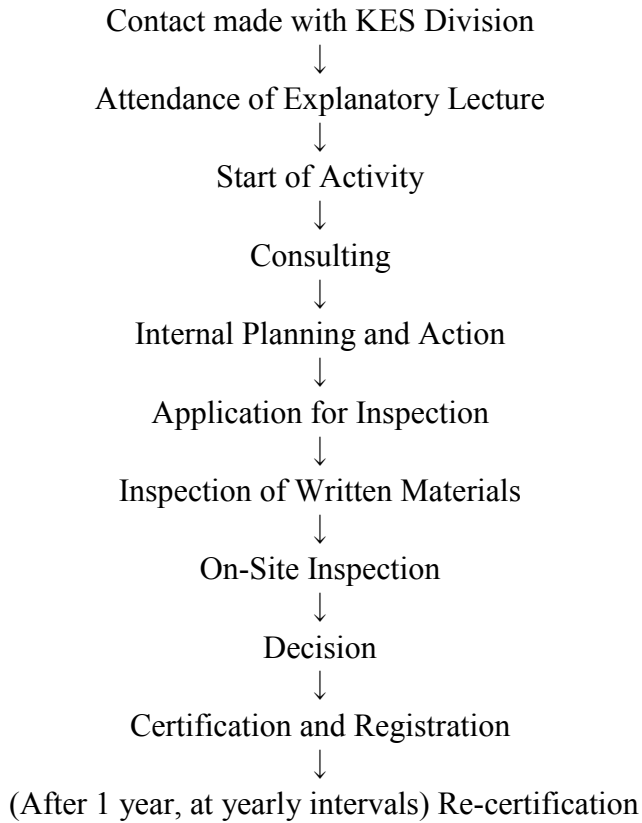
There are two levels of KES certification. Organizations eventually aiming for ISO 14001 certification can begin from Step 2.

- **Step 1:** As a first step toward taking action towards environmental protection, the organization makes an effort to assess the environmental impact of their activities. Next, a declaration of intent stating the company's goals for environmental protection is created. Finally, with that statement in hand, a plan to meet those goals is finalized and implemented. The result of implementation is then analyzed by the person in charge of the organization's EMS.
- **Step 2:** Companies participating in Step 2 must undertake exactly the same activities as is required for ISO 14001 certification.

### **KES Environmental Management System Standard Certification Procedure**

|  | <b>KES Contents</b>  |
|--|--|
| <b>Decision to Join KES</b>                        | The person responsible for EMS policymaking (e.g. the president) makes the decision to participate in KES.   |
| <b>Kick-Off</b>                                    | Employees of the organization are informed of the decision and support obtained.   |
| <b>Activity Set-up</b>                             | The division of responsibilities internal to the organization is settled.  |
| <b>Environmental Impact Assessment</b>             | Using KESs environmental impact assessment literature, the organization assesses its influence on the environment. For step Two, this result is reported to the Forum.   |
| <b>Environmental Declaration</b>                   | Using the results for the impact assessment phase, a declaration is made that summarizes the basic environmental goals of the organization.  |
| <b>Planning</b>                                    | Using the declaration, goals for specific activities are set, and plans made for their implementation.   |
| <b>Implementation</b>                              | Using the environmental declaration and activity planning as a guide, an internal manual is created and distributed to members of the organization. For Step 2, an internal program structure is created, literature written, and both filed with the Forum. |
| <b>Verification and Reassessment (Step 2 only)</b> | For Step 2, after a fixed amount of time the status of activity implementation is assessed and problem areas identified. In addition, an assessment of the entire company's efforts is made and recorded.  |
| <b>Program Assessment</b>                          | At fixed intervals, the person responsible for the EMS program assesses the entire effort and makes changes where necessary.   |

### KES Certification Process



### Those interested in taking part in the KES Standard:

Those interested in being KES certified should first contact the KES Certification Division at their earliest convenience. Based upon the status of the organization's efforts, a date for inspection and consulting will be set. Fees for service will be collected at that time of registration.

**Fees:** At the time of application to the KES program, an auditing fee, transportation fee, and administrative fee will be collected. At a later time, fees for consulting, lecture fees, charges for documentation, re-certification fees will be collected.

**KES Explanatory Lectures:** In order to foster greater participation in the program, presentations regarding the program and how to participate will be held periodically.

### KES Certification System:

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| Certifying Organization:                 | Miyako Agenda 21 Forum KES Certification Division  |
| Certification Type:                      | Level 1 Certification – for organizations satisfying Step 1 requirements.<br>Level 2 Certification – for organizations satisfying Step 2 requirements. |
| Certification Period:                    | 1 year, annual renewal subject to re-certification.  |
| Proof and Registration of Certification: | License printed and distributed, and name placed on certification list.  |
| Auditors:                                | Auditors and consultants selected by the Miyako Agenda 21 Forum (all licensed as ISO 14001 Auditors)   |
| Inspection Method:                       | Document review and on-site inspection once per year   |

## Questions and Applications

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### **What is the Miyako Agenda 21 Forum?**

The Miyako Agenda 21 Forum, formed in November of 1998, is an organization charged with the design and implementation of activities to promote sustainable development under Kyoto's Local Agenda 21 planning document. That document aims to promote a lifestyle that is consistent with living in harmony with the natural environment.

Citizens, businesspeople, representatives of civic organizations and business associations, and local government officials all take part in the Forum. Together, they plan various activities to more

efficiently use natural resources and energy in an effort to create a more sustainable society.

If you have question regarding the Forum or its activities, please contact us at:  
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Special thanks to Mr. Daniel Rutherford for translation