INTERNATIONAL STANDARD

ISO
30004

Ships and marine technology — Ship recycling management systems — Guidelines for the implementation of ISO 30000

Navires et technologie maritime — Systèmes de management de recyclage pour navires — Lignes directrices pour la mise en application de l'ISO 30000

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 30004 was prepared by Technical Committee ISO/TC 8, *Ships and marine technology*.

This first edition of ISO 30004 cancels and replaces ISO/PAS 30004:2011, which has been technically revised.

Introduction

This International Standard has been developed in response to demand from industry for a ship recycling standard.

As concern grows for identifying essential elements required for a ship recycling facility, shipowners, ship recyclers, governments, concerned bodies and other stakeholders are increasingly looking for guidance in what is acceptable in implementing standards for ship recycling facilities.

There is recognition that the present levels of death and injury, damage to the environment, lack of sanitation and provision of basic welfare needs are unacceptable. However, there is a lack of clear guidance on what is the minimum standard required.

This International Standard aims to identify the principal elements required for compliance with ISO 30000. It not only gives guidance on how to design the management system in compliance with ISO 30000, but also leads the designer or auditor into what the practical item's consequences should be.

This International Standard describes the principal functional requirements of a ship recycling facility and the elements of the management system, and gives facilities guidance on how to establish, implement, maintain and improve a ship recycling facility management system.

Practical examples are presented throughout this International Standard for illustrative purposes. They are not intended to present the only possibilities, nor are they necessarily suitable for every organization. In designing and implementing ISO 30000, an organization should select approaches that are appropriate to their own situation.

For ease of reading and understanding this International Standard, practical help and general guidance have been separated and are shown as boxed text.

Within some organizations, elements of the ship recycling management system may already be in place, such as the policy and risk assessment records, but others will probably need to be developed further. Some organizations will have an integrated system in place which includes elements that have common requirements to those identified in this International Standard. Many organizations will already have systems and may decide to develop an integrated system that complies with ISO 30000. Compatible standards such as ISO 9001, ISO 14001 and OHSAS 18001 are particularly relevant to this approach and ISO 30000 is designed to ease such integration.

The organization should establish, document, implement, maintain and continually improve a ship recycling management system in accordance with this International Standard.

"Establish" implies a level of permanency and the system should not be considered established until all of its elements have been demonstrably implemented.

"Maintain" implies that, once established, the system continues to operate effectively. This requires active involvement on the part of the organization. Many systems start well but deteriorate due to lack of maintenance. Many of the elements of this International Standard (such as checking and performance review) are designed to ensure active maintenance of the system.

It is important that all the elements in this International Standard be incorporated into the ship recycling management system, but the manner and extent to which individual elements should be applied will depend on factors such as the size of the organization, the nature of its activities, the hazards, the risks, the environment and the conditions in which it operates.

Managers of ship recycling facilities who wish to establish, implement, maintain or improve a management system for their facility need to:

— recognize that the environment, safety, health and welfare are among the highest organizational priorities;

— establish and maintain communication and constructive relations with internal and external interested parties including stakeholders, shipowners and the general public;

— identify the important aspects of the facility's operations including procedures for accepting the ship and downstream waste management (i.e. activities before and after operations in the facility itself) ;

— identify the legal requirements and other requirements to which the organization subscribes, that relate to the aspects above. These include national and international law such as the IMO Convention and requirements of the Basel Convention, the International Labour Organization (ILO) and other competent International organizations, as well as relevant guidelines published by these or other recognized organizations;

— ensure the commitment of management and all persons working for or on behalf of the organization to the protection of the environment and the safety, health and welfare of all persons whom the organization can control or exert influence over, with clear assignment of accountability and responsibility;

— encourage planning throughout the activities of the facility, and related upstream and downstream activities;

— establish a process for achieving necessary objectives and targets;

— provide appropriate and sufficient resources, including training, to comply with applicable legal and other requirements to which the facility subscribes and to monitor and achieve the objectives and targets on an ongoing basis;

— evaluate environmental, safety, health and welfare performance against the facility's policy, objectives and targets and seek improvement where appropriate;

— establish a management process to audit and review the system and to identify its opportunities for improvement and resulting environmental, safety, health and welfare performance, and

— encourage subcontractors, suppliers, transporters, disposers, re-sellers and other stakeholders to establish similar systems to manage and improve environmental, safety, health and welfare performance.

Facilities may use this International Standard, or related ISO documents, in various ways, including:

— as guidance to establish, implement, maintain or improve its management system, knowing that this International Standard is not intended for conformity assessment purposes, and

— in support of the implementation or improvement of its ship recycling management system.

The choice will depend on factors such as:

— the facility's goals;

— the maturity of the facility's management systems;

— possible advantages and disadvantages, as determined by such factors as the facility's current and desired market position, reputation, external relations and the views of interested parties, and

— the size of the organization.

An effective ship recycling management system helps an organization to avoid, reduce, control or mitigate the adverse impacts of its activities and to achieve compliance with applicable legal requirements as well as other requirements to which the organization subscribes; this should in particular include national and international law, the IMO convention and the relevant guidelines issued by the IMO, the Basel Convention and the ILO.

Having a ship recycling facility management system can help a facility assure shipowners and other interested parties that:

— a management commitment exists for environmental concerns, the safety, health and welfare of workers and to meet its policy, objectives and targets;

— legal compliance (international and national) is ensured as well as compliance with IMO, Basel Convention and ILO guidance;

— emphasis is placed on prevention of accidents and incidents;

— evidence of reasonable care and regulatory compliance can be provided as well as the proper acknowledgement and implementation of at least IMO, Basel Convention and ILO guidance, and

— the systems design incorporates the process of continual improvement.

NOTE   This International Standard is based on the methodology known as Plan-Do-Check-Act (PDCA).

PDCA can be described as follows:

— Plan: establish the objectives and processes necessary to deliver results in accordance with the organization's ship recycling policy;

— Do: implement the processes;

— Check: monitor and measure processes against recycling policy, objectives, targets, legal and other requirements, and report results, and

— Act: take actions to continually improve performance of the recycling management system.

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1 Scope

This International Standard provides generic advice on the application of ISO 30000:2009.

It explains the underlying principles of ISO 30000 and describes the intent, typical inputs, processes and typical outputs, for each requirement of ISO 30000. This is to aid in the understanding and implementation of ISO 30000.

This International Standard does not create additional requirements to those specified in ISO 30000, nor does it prescribe mandatory approaches to the implementation of ISO 30000.

NOTE   Occupational health and safety issues may be included when an organization seeks to implement an integrated environmental and occupational health and safety management system.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 30000, *Ships and marine technology — Ship recycling management systems — Specifications for management systems for safe and environmentally sound ship recycling facilities*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1
acceptable risk
risk that has been reduced to a level that can be tolerated by the organization with regard to its legal obligations and its ship recycling policy

3.2
performance indicator (environmental, safety, management, welfare)
EPI, SPI, MPI, WPI
item that provides information or a measure about the facility or an organization's performance in the stated field

3.3
correction
action taken to eliminate a detected nonconformity

3.4
hazard
source, situation or act with a potential for harm in terms of human injury or ill health (both short- and long-term), damage to property, damage to the environment, or a combination of these

3.5
ill health
identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation