Draft Agenda
RCMS / RC14001 Workshop
Radisson Hotel & Conference Centre Calgary Airport, 6620 36 St NE, Calgary, AB.
November 28 – 30, 2023

Tuesday, November 28, 2023	
Time	**Topic**
11:30 – 12:00	Lunch / Registration
12:00 – 12.10	Welcome & Anti-Trust/Safety Logistics Briefing
12:10 – 12:30	Introductions Review Agenda
12:30 – 13:00	Responsible Care Overview • ACC/CIAC Information • Responsible Care Program (short history/current form) • ACC-CIAC MOU
13:00 – 13:45	Why Management Systems Certification? • What is a Management System? • System vs. Compliance Approach • Overview of RCMS and RC14001 Technical Specification • Certification Options • Resources Available for Certification Assistance
13:45 – 14:45	Mechanics of Certification • What are the ACC Requirements • Schedule

	• Technical Specification - RCMS or RC14001 • Third Party Certification • The Audit Process • Identifying Where Your Organization is in the Process • Developing a Plan - Gap Analysis Tools
14:45 – 15:00	**Break**
15:00 – 16:30	Hazard Identification / Risk Assessment and Prioritization – (RCMS 2.1 / RC14001 6.1.1, 6.1.2) • Tech Spec and Code requirements • How to Begin • Methods • Maintain Product/Process Safety Information • CIAC – Worst Case Scenario Planning • Group Exercise
16:30 – 17:00	Emerging Issues, Legal and Other Requirements – (RCMS 2.2, 2.3 / RC 14001 6.1.1,6.1.3) • Mechanisms for Looking Ahead • Determining Application of Regulations • Other Requirements • Mutual Sharing / Assistance Methods
17:00 – 17:15	Wrap Up Day 1

Day 2

Wednesday, November 29, 2023	
Time	**Topic**
08:00 – 08:30	Review Day 1 topics / Plan Day 2 topics

08:30 – 09:30	Communications with Stakeholders – (RCMS 2.4, 3.5, 3.6 4.5, 5.1 / RC14001 3.1.6, 4.2, 7.4.1, 7.4.3, 9.1.1) • Identifying Stakeholders • Dialogue • Collecting Feedback • Measuring Communications Effectiveness CIAC Outreach Requirements
09:30 – 10:15	Policy (RCMS 1.0 / RC14001 5.1, 5.2) • Why Policy Statements Matter • What Does Your Statement Say About Your Organization?
10:15 – 10:30	**Break**
10:30 – 11:15	Planning – Goals, Objectives & Targets – (RCMS 2.5 / RC 14001 6.2.1)
11:15 – 11:45	Accountabilities and Responsibilities – (RCMS 3.3 / RC 14001 5.3, 7.1) • Who does What? • Reporting Relationships • Employee Involvement
11:45 – 12:30	**Lunch**
12:30 – 13:00	Training – (RCMS 3.4 / RC 14001 7.2, 7.3) • Identification of training needs • Responsible Care training • Determining competency
13:00 – 13:30	Emergency Response Planning – (RCMS 3.7/RC 14001 8.2) • Field/Transportation ER • Headquarter ERP

	• Community Recovery Business continuity
13:30 – 14:15	Operational Controls – (RCMS 3.2/RC14001 8.1) • Key Programs • Operating procedures/SOP's and other control documents • Operations and Maintenance • Management of Change
14:15 – 14:45	Product Information, Hazard and Safe Handling Information in the Supply Chain – (RCMS 3.5.1, 3.5.2 / RC14001 8.1 c,d,e,f,h,j)
14:45 – 15:15	Monitoring and Measurement / Calibration Issues – (RCMS 4.1 / RC14001 9.1.1)
15:15 – 15:30	**Break**
15:30 – 16:00	Meeting Legal Requirements Evaluation of Compliance – (RCMS 4.2 / RC14001 9.1.2)
16:00– 16:30	Commercial Partners – (RCMS 3.8, 4.4 / RC14001 8.1 i) • Expectations of suppliers • Recognizing Responsible Care Partners
16:30 – 16:50	Documentation, Organization, Document Control and Records Management – (RCMS 3.1 / RC14001 7.5.1,7.5.2,7.5.3)
16:60 – 17:00	Wrap Up Day 2

DAY 3

Thursday, November 30, 2023	
Time	**Topic**
08:00 – 08:30	Review Day 1 & 2 topics / Plan Day 3 topics
08:30 – 09:15	Non-Conformity, Corrective and Preventative Actions – (RCMS 4.6.1, 4.6.2 / RC14001 10.1, 10.2, 10.3) • Process to Assign Significance to Incidents • Instances of Non-Conformance
09:15 – 10:00	Internal Auditing and System Review / Compliance – (RCMS 4.3 / RC 14001 9.2.1,9.2.2)
10:00 – 10:15	Break
10:15 – 10:45	Management Review – (RCMS 5.1 / RC14001 9.3)
10:45 – 11:30	CIAC Additional Elements • Audit time/schedule • Assuring your auditor understands CIAC elements • Reporting
11:30 – 12:00	Wrap Up / Summary / Questions