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AI-generated content may be incorrect.

EMS Checklist

Preparing your Environmental Management System for ISO14001 certification

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| **Clause 4 Context of the organisation** | | **Yes/No** | **Evidence & Comments** |
| Have you identified internal & external issues that will impact on your Environmental Management System (EMS), including Climate Change? | |  |  |
| Have you identified interested parties & which stakeholder requirements will be addressed through the EMS, including requirements relating to Climate Change? | |  |  |
| Have you determined and documented the scope and boundaries of the EMS? | |  |  |
| **Clause 5 Leadership** | **Yes/No** | | **Evidence & Comments** |
| Can your organisation demonstrate that top management is providing leadership and commitment to the EMS? |  | |  |
| Have you established and documented an Environmental Policy? |  | |  |
| Has management assigned roles and responsibilities for the EMS’s implementation, operation, performance reporting? |  | |  |
| **Clause 6 Planning** | **Yes/No** | | **Evidence & Comments** |
| Have you established a plan to address identified risks and opportunities related to the EMS? |  | |  |
| Have you established a documented risk assessment process that considers internal and external issues and the needs and expectations of interested parties relevant to the organisation? |  | |  |
| Have you established and documented environmental aspects and impacts relevant to the organisation’s activities |  | |  |
| Have you established and documented criteria used to determine significant environmental aspects, and determined the significance level of identified aspects? |  | |  |
| Have you established a process for determining its applicable and relevant compliance obligations? |  | |  |
| Have you established and documented measurable Environmental objectives? |  | |  |
| Have you established plans to monitor, measure, communicate and achieve objectives and determined processes for maintaining related records? |  | |  |
| Have you established processes to ensure changes to the EMS are carried out in a planned manner? |  | |  |

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| **Clause 7 Support** | **Yes/No** | **Evidence & Comments** |
| Have you determined the resources needed to establish, implement, continuously improve and maintain the EMS? |  |  |
| Have you determined and documented the competencies required by personnel to undertake their roles and responsibilities in compliance with the EMS? |  |  |
| Do you retain documented records of competence (education, training experience, qualification)? |  |  |
| Is EMS documentation protected from loss of confidentiality, loss of integrity and improper use? |  |  |
| **Clause 8 Operation** | **Yes/No** | **Evidence & Comments** |
| Have you established operating procedures, including criteria and implementation of process controls in accordance with criteria, as needed to ensure customer requirements are met? |  |  |
| Have you established change management procedures and processes for reviewing the consequences of unintended change? |  |  |
| Have you determined the life cycle perspective of its products/services and those provided by external providers? |  |  |
| Have you determined the documented information to be retained to the extent necessary to have confidence that the processes have been carried out as planned? |  |  |
| **Clause 9 Performance Evaluation** | **Yes/No** | **Evidence & Comments** |
| Have you established processes and methods for monitoring, measuring, analysing and evaluating EMS performance and effectiveness i.e., what, when, how, and by whom? |  |  |
| Have you determined how evidence will be preserved? |  |  |
| Have you evaluated its compliance with its compliance obligations? |  |  |
| Clause 9.2 Internal Audit | **Yes/No** | **Evidence & Comments** |
| Have you established a documented audit programme that defines timing, responsibilities, reporting, audit criteria and scope? |  |  |
| Have you established a process to ensure results and evidence of implementation of the internal audit program/process are documented and available? |  |  |

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| Have you conducted internal audits to ensure that the organisation audits its own Environmental requirements and the requirements of the Standard? |  |  |
| Clause 9.3 Management Review | **Yes/No** | **Evidence & Comments** |
| Do you conduct and document regular management reviews of the EMS? |  |  |
| **Clause 10 Nonconformity & Continuous Improvement** | **Yes/No** | **Evidence & Comments** |
| Do you have a process for recording and managing incidents and nonconformities, including initial correction, root cause and corrective actions? |  |  |

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| **Mandatory EMS Documented Information** | **Yes/No** | **Evidence & Comments** |
| *Do you maintain the following mandatory documentation?* | | |
| Documented scope of the EMS (4.3) |  |  |
| Environmental Policy (5.2) |  |  |
| Risks and Opportunities that need to be addressed (6.1.1) |  |  |
| Process(es) required to effectively address Risks and Opportunities (6.1.1) |  |  |
| Environmental Aspects and Impacts, criteria for to determine significant environmental aspects, significant environmental aspects (6.1.2) |  |  |
| Compliance Obligations (6.1.3) |  |  |
| EMS Objectives, targets and plans to achieve them (6.2) |  |  |
| Competency evidence; education, training, experience (7.2) |  |  |
| Communication records (7.4.1) |  |  |
| Operational Planning and Control Processes (8.1) |  |  |
| Emergency Preparedness and Response scenarios and records of testing the planned responses (8.2) |  |  |
| Evaluation, Measurement, Analysis and Evaluation Results (9.1) i.e., EMS Performance Including Trends and Performance against Objectives. |  |  |
| Records of results of compliance evaluations (9.1.2) |  |  |
| Internal audit (9.2) i.e., Schedule, Internal Audit Reports |  |  |
| Management Review (9.3) i.e., Agenda and Minutes |  |  |
| Records relating to Nonconformity and Corrective Action (10.2) |  |  |

##End of Checklist##