



FACT SHEET

ISO 14001:2015

What does your business need to do?

ISO 14001:2015 Environmental Management Systems provides a framework for business to develop a systematic approach to balancing environmental protection with commercial imperatives. It is increasingly being demanded by governments and corporations as humans now have the capacity to profoundly change climate, biodiversity and ecosystems. These organisations are seeking assurance from partners and suppliers that there are adequate governance and assurance arrangements to manage the environmental performance of your products and services.

Importantly, it creates a “closed loop” so that the business learns quickly for its mistakes and reduces the potential that they make the same mistakes again. It is structured on the simply but effective improvement loop:

Plan – planning to deliver for customers and the business

Do – implement the plan in a systematic way

Check – check that the system is working

Act – fix issues and identify and implement improvements

A well-designed environmental management system gives you a greater sense of control and improved data to know how the business performing on the environment at any point in time.

The clauses of the ISO14001:2015 are explained below and gives you a good idea of what you need to have in place to achieve certification.

Clause 4.1 - Understanding the Organisation and its Context

The business demonstrates that it understands, monitors and reviews the internal and external factors that influence the Environmental Management System.

Clause 4.2 - Understanding the Needs and Expectations of Interested Parties

The understanding, monitoring and review of the key groups of people (e.g. customers, suppliers, regulators, staff) that influence our business and Environmental Management System. The business also needs to identify which of these needs form part of the compliance obligations of the business whether legal or voluntarily accepted obligations.

Clause 4.3 - Determining the Scope of the Environmental Management System

The scope of the Environmental Management System is documented and exclusions to the requirements have been justified.

Clause 4.4 - Environmental Management System and its Processes

Risks and opportunities have determined the Environmental Management System processes and you know how the system working including:

- The inputs and outputs of each process
- How the processes relate to one another
- The operation and control of each process

- Resources required for each process.
- Documents to confirm the processes are operating as intended

Clause 5.1 – Leadership, Commitment and Customer Focus

Top management are committed to the system as demonstrated by:

- Alignment with strategy
- Communication and integration into business operations
- Resources being adequate to operate the system.
- Regular reviews of effectiveness and ongoing system improvement
- Compliance with statutory and regulatory requirements
- Determine and address risk and opportunities to improve product/services
- Ongoing emphasis on enhancing customer satisfaction

Clause 5.2 – Environmental Policy

Top management has a Environmental Policy that:

- Is appropriate to the business context and strategy
- Commits to continual improvement
- Provides a framework for setting Environmental objectives
- Is communicated, understood and applied
- Available to interested parties

Clause 5.3 – Organisational Roles, Responsibilities and Authorities

The business has assigned responsibilities and authorities to roles that:

- Ensure the system meets ISO 14001:2015
- Ensure processes deliver the outputs
- Report on system performance and opportunities for improvement.

Clause 6.1 - Actions to Address Risks and Opportunities

The business has understood the risks and opportunities and has implemented plans to:

- Ensure the system achieves what is intended
- Desirable outcomes are more likely
- Undesirable outcomes are reduced or eliminated
- Improvements are identified and acted upon

Clause 6.1.2 - Environmental Aspects

The business needs to identify the environmental aspects of its activities, products and services that it can control and those it can influence and be able to demonstrate:

- Link between the aspect to the environmental impact
- A lifecycle perspective is deployed
- Criteria for determining its significant environmental impacts

Clause 6.1.3 - Compliance Obligations

The business needs to:

- Identify its compliance obligations (legal or voluntary)



- How they apply
- Inform the design and operation of the system

Clause 6.1.4 - Planning Action

The business must plan to address its significant environmental aspects, meet its compliance obligations and action on its risk and opportunities.

Clause 6.2 - Environmental Objectives and Planning to Achieve Them

The business has developed, communicated and regularly reviews its Environmental objectives. These objectives are consistent with the policy as well as being measureable and monitored for success.

The business has developed and implemented plans to achieve the objectives with actions, resources, responsibility, date of completion and evaluation criteria.

Clause 7.1 – Resources

The business has determined and provided the people, infrastructure and environment to implement and improve the system.

The business has determined, maintained and made available the knowledge required to operate its processes and ensure its products/ services meet customer requirements.

Clause 7.2 – Competence

The business has determined the competencies (qualifications, skills and experience) required for each person doing work under their control that affects its environmental performance and compliance. The business recruits new or trains existing staff to ensure these competencies are available and evaluate the effectiveness of recruitment or training.

Clause 7.3 – Awareness

The business has ensured that staff and suppliers understand the Environmental policy and objectives, their role within the system.

Clause 7.4 – Communication

The business understands what system information is communicated to whom, the person responsible for each communication, how they will communicate and when it will be communicated.

Internal communication needs to ensure information is available across the business that is required for the effective operation of the system including when making changes.

External communication with relevant interested parties and those that have a compliance element.

Clause 7.5 – Documented Information

The business has the documented information required by the standard and the documented information necessary to understand the effectiveness of its system. This includes a procedure that covers how system documents are created, reviewed and approved for use. The business also has documented how it:

- Provides access
- Protects it (e.g. log on and back ups)
- Stores it (e.g. filing system)
- Determines what is retained and for how long (how it is disposed of)
- Legislation, regulations, standards, codes and other external requirements are made available and kept up to date.

Clause 8.1 Operational Planning and Control

The business has planned, implemented and controlled the processes that are consistent with a lifecycle perspective including:

- Establish controls to ensure environmental requirements are considered early and from a lifecycle perspective.
- Determine environmental requirements for suppliers
- Communicate its requirements to suppliers including contractors
- Consider the need for information on the environmental impacts of its products and services across their lifecycle

Clause 8.2 – Emergency preparedness and Response

The business has designed, implemented and maintained a process to respond to environmental emergencies that:

- Prevent or limit the adverse environmental impacts of the emergency
- Respond to actual emergency situations
- Regularly test planned response actions
- Regularly review and revise (if required) the emergency process.
- Provide information and training to all persons working under their control

Clause 9.1.1 – Monitoring, Measurement, Analysis and Evaluation

The business must have ways that it collects, analyses and reviews data on key environmental aspects of business operations including:

- What needs to be monitored and measured
- How and when it will be monitored and measured
- Performance indicators to evaluate environmental performance

- When results from monitoring and measurement will be analysed and evaluated

Clause 9.1.2 – Evaluation of Compliance

The business need to have a process and frequency for the evaluation of its compliance performance including the maintenance of its compliance knowledge

Clause 9.2 – Internal Audit

The business must regular conduct its own internal audit and have a document that describes:

- Audit criteria including standard and your system requirements
- Calendar of audit dates
- Objectivity, impartiality and competency of the auditor
- Reports are available for review by management
- How issues are promptly fixed

Clause 9.3 – Management Review

The business conducts at least an annual management review of the Environmental management system. The standard is very specific about the inputs:

- Changes to its business context, needs of interested parties or risk and opportunities
- Performance against environmental objectives
- Identifying and fixing problems
- Results form measurement/analysis
- Audit findings
- Performance of external providers
- Adequacy of resources
- Effectiveness of risk/opportunities plans
- Ideas for improvement

The standard is also very specific about the outputs of the review and includes improvement plans, the needs for changes to the Environmental management system and any change required to resources.



Clause 10 – Improvement

The business has in place the means to identify product/service that does not meet the requirements and to quarantine it until it can either be disposed of or fixed. If it is fixed, then proof that it has been rectified and now meets the requirements.

The business has in place a means of identifying when an environmental management system process has not been implemented as expected.

The characteristics of this corrective action process includes:

- Review and analysis including the how common the issue is
- The underlying cause (root cause) of the issue
- Identify actions to fix the issue
- Implement actions to fix the issue
- Review the effectiveness of the action to fix the issue

The business needs to be able to prove that it has implemented a logical procedure with these characteristics and also makes use of it.

The business needs to be able to demonstrate that it is continually improving its environmental management system to enhance its capacity to achieve its environmental objectives.