



# ISO 14001 : 2015

## What can you expect from the certification process?

### Environmental Management System Checklist

This checklist will provide you with a detailed understanding of what you can expect to have in place, and be doing, by the time you achieve the ISO 14001 certification. If you don't have any of this in place yet, don't worry; our team will provide you with the necessary templates, support and guidance during the certification process.

#### Context of the organisation

**This means:** understanding external and internal issues, as well as the needs and expectations of interested parties, and where you sit in all of this.

- ☐ We have thought about where we want to get to and how we want to get there. Setting out the external and internal issues that have an impact on our organisation's activities and strategic direction.



- ☐ We understand which parties have an impact on the ISO 14001 : 2015 Environmental Management System, and the needs and expectations that they have.
- ☐ We've carefully determined the scope that our Environmental Management System will have (the boundaries) as well as how it will be applied to the different areas and processes within our organisation.
- ☐ We're satisfied that we've created a strong, practical Environmental Management System that follows the structure set out by ISO 14001 : 2015.

#### Leadership

**This means:** the role your top management will play in leading, not just managing, your Environmental Management System and actions required during the certification process.

- ☐ Our top management have understood the certification process and have taken responsibility for the effectiveness of our Environmental Management System.
- ☐ We have clearly set out who is responsible for making each part of the Environmental Management System a success, as well as who is responsible for making decisions.

## Planning

**This means:** evaluating success, measuring risks and opportunities and planning the steps needed to increase desirable effects, prevent unwanted effects and achieve improvements.

- We have a framework for identifying the risks and opportunities that affect our processes and the Environmental Management System.
- We've thought about these risks and opportunities within the context of our organisation, and how they impact on what all interested parties need and want from us.
- We've also considered the risks and opportunities of the environmental impact that our commercial operations have.
- We have planned what we need to do to meet our environmental objectives.
- We have integrated the steps that need to be taken into our day-to-day practices and systems and not just treated them as 'one-off' tasks.

## Support

**This means:** making sure you have the resources and tools you need to run and continually improve your Environmental Management System.

- We understand what resources (people, infrastructure, working environment etc.) we need in order to establish, implement and maintain our Environmental Management System.
- We have also set out a plan for reviewing resources on a regular basis, to make sure we continue to provide sufficiently trained staff and the right equipment and materials to meet our customer's expectations.
- We recognise that accurately measuring and monitoring the ways in which our products and services meet environmental criteria and conformity requirements is important. So we have identified the resources required to provide valid, reliable results.
- We have made sure that we have a good infrastructure in place to ensure that conformance to the Management System Standard and legal compliance is met, both now and in the future.

- We recognise the levels of understanding we must have, to ensure that our processes can work effectively, and our products/services conform to the expected criteria set out in our Environmental Management System.
- We have taken steps to ensure that the people impacting on our Environmental Management System are appropriately trained or that training needs have been identified to help them achieve the required qualifications.
- We've made sure that each person in our organisation understands how they can contribute to making this Environmental Management System a success.
- We've planned internal and external communications to make sure everyone knows about the Environmental Management System.
- We understand what documented information needs to be provided - both to satisfy the requirements of the Standard and to ensure the requirements continue to be implemented effectively.

## Operation

**This means:** the steps you need to take to get going on your Environmental Management System.

- Our operational processes and procedures have been developed, taking into account environmental considerations.
- We've thought about the life cycle of everything we're doing - that means when we're procuring and designing products or services, as well as communicating with contractors and end users.
- We have thought hard about environmental emergency situations and set out a process for the ways in which we'll respond, if we need to.

## Performance Evaluation

**This means:** using your experience and knowledge to monitor, measure and analyse processes and changes, to consistently seek out ways to improve.

- We understand what we need to monitor and measure and have set out the ways in which we will do this, to get useful, valid results.

## Performance Evaluation

- ☐ We have agreed when we need to analyse and evaluate these results.
- ☐ We have agreed a formal structure for evaluating our Environmental Management System, through an internal audit programme.
- ☐ We will agree any areas for potential improvement and development, within the Environmental Management System, and how we will include these in management reviews.
- ☐ We have set out a structure for management reviews and are committed to implementing it, to regularly monitor and evaluate the implementation of our Environmental Management System.

## Improvement

**This means:** using the results from your evaluation and analysis to identify ways to enhance the Environmental Management System that serve to increase environmental performance.

- ☐ We have a process for managing the ways in which we do not conform to the Standard, and the steps we need to take to correct this.
- ☐ We have agreed how we will prioritise the continual improvement of the suitability, adequacy and effectiveness of our Environmental Management System.

## Implementation and Certification takes only 30 days

Having successfully implemented over 20,000 Management Systems across the UK, we're committed to helping organisations, of any size, in any industry sector to become certified in the most straight forward and cost-effective way possible. That is why our customers' benefit from a simple 3-stage certification process with free templates, telephone and email support and access to our client portal, Atlas.

**If you would like to find out more about this Standard or how Citation ISO Certification can help your organisation to become certified, then get in touch today on 0333 344 3646.**

