



➤ The ISO 14001:2015 Transition

How am I tracking with the change?

Overview

This document acts as a checklist to help your business self-evaluate the compliance of its Environmental Management System (EMS) with the requirements of the revised ISO 14001:2015. It is not an exhaustive checklist, rather it calls out some key factors that are addressed in the revised Standard and allows you to look at the various areas that your business may need to consider in order to prepare for your transition audit.

Context of the organisation

Has the scope of your organisation's EMS been determined?

Does this scope consider 'interested parties' and their specific needs and expectations? (i.e. a person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity your organisation undertakes, such as customers, owners, staff, suppliers, partners, bankers, etc).

Has your organisation established, implemented, maintained and continually improved upon its EMS?

Has your organisation determined the internal and external issues that may affect its ability to achieve the intention of its EMS?

Has the organisation identified any opportunities from the Significant Aspects identified?

When considering the objectives of the EMS, have the following been considered:

The resources required

Who will be responsible

When will the objectives be reviewed

How will the results be evaluated

Leadership

Has top management established, reviewed and maintained an environmental policy that is appropriate to the context of your organisation?

Is the environmental policy compatible with your organisation's strategy and business processes?

Has top management taken accountability for the effectiveness of the EMS and considered that it achieves its intended results?

Have appropriate resources been allocated to the effective management of the EMS including responsible person's being supported?

Has the importance of the EMS and its continual improvement been communicated?

Support

Has your organisation identified what, when, how and to whom internal and external communications relevant to the EMS need to occur?

When planning this communication process; have compliance obligations been considered, does the messaging reflect the information within the EMS and is the messaging reliable?

Has the organisation determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the environmental management system?

Operation

Does the EMS consider, from a lifecycle perspective, the following:

Controls required to address the design and development process for its products / services

Requirements for the procurement of products / services

The communication necessary to notify external providers (including contractors) of environmental requirements

The potential environmental impacts associated with the transportation, delivery, end-of-life treatment and final disposal of its products / services

Planning for the EMS

Have the objectives of the EMS been established and consider the conformity of your organisations products / services and customer satisfaction?

Have risks and opportunities relating to the environmental aspects of your organisation been determined? (Consider those which may prevent or reduce undesired effects; including the potential for external environmental conditions that affect the organisation's ability to achieve its objectives or its improvement on those objectives).



► The ISO 14001:2015 Transition (continued)

Has your organisation established controls and influences required for outsourced processes, and the type and degree of these?

Have appropriate controls for changes, and have appropriate actions in the event of an unintended change, been considered?

Has your organisation established, implemented and maintained the processes needed to meet the requirements of the EMS?

Performance Evaluation

Has your organisation determined what needs to be monitored and measured, and how and when these will be conducted?

Does this also consider the level of analysis and evaluation required to ensure environmental performance and the effectiveness of the EMS, including opportunities for improvement?

In the management review, have the following been considered:

Changes in internal and external issues relevant to the EMS

Changes in the needs and expectation of interested parties

Changes in risks and opportunities

The trends in nonconformities and corrective actions, monitoring and measuring results, conformity to its compliance obligations, and audit results.

Do the outputs from the management review support the continuing suitability, adequacy and effectiveness of the environmental management system?"

Improvement

Has your organisation determined how to improve the suitability, adequacy and effectiveness of the EMS to enhance environmental performance?

Has your organisation considered the performance evaluation results and identified and utilised applicable methodologies or tools in order to improve upon any underperformances?

Other Resources

We have a number of useful resources to help you learn more about and keep up with the changes as you transition over to ISO 14001:2015:

- **Purchase the Standard here**
- **Attend Environment Management Systems Training**
- **Read ISO 14001:2015 - What are the changes?**
- **Read ISO 14001:2015 - What does it mean for me?**

About Telarc

Over the last 40 years Telarc has provided expert assessment and certification for New Zealand businesses.

With offices in Auckland, Tauranga and Christchurch and key personnel based in Wellington and Dunedin, our insight and oversight remain in high demand across the country.

With a team of over thirty talented professionals we provide auditing services that focus as much on business improvement as they do standard compliance. We work in many different sectors and offer a multi-disciplinary approach to our clients, ensuring the standard they receive is appropriate, effective and reflects performance.

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