

ISO 14001:2015 Document Checklist

This Document Checklist will guide you on what mandatory documents are required and potential nice to have to gain certification of the standard and can be useful to review ahead of external audits.

Management System – This is the main framework of the Environmental Management System and are required for certification success; they can be aligned to other standards if you have more than one standard

- EMS Scoping Document or Manual
- Environmental Policy
- Organisation Chart (not essential but useful)
- Risk Assessment and Risk Treatment plans (i.e. SWOT and PESTLE analysis)
- Roles and Responsibilities
- Environmental Objectives & Action plans
- Environmental Aspects and Impacts Register
- Legislation Register
- Competency Records
- Emergency Preparedness and Response
- Monitoring and Measuring Records
- Internal Audit Programme
- Internal Audit Results
- Management Review Results
- Non-Conformities / Incident reports and Corrective Actions

Process Documentation – The documentation here must be appropriate to your business needs and can be guidance documents/instructions found on IT systems. Remember that ISO14001 no longer mandates procedures but evidence of consistent and repeatable processes with defined outputs:

- Documented Procedures (if you need them) relevant to your scope and any processes you have in place covering Emergency Preparedness and Response
- Mission/Vision/Goals summary

Examples of:

- Details of version and document control in place (systems or manual controls)
- Customer feedback documentation (NPS, surveys etc)
- Change control documentation
- Supplier / third party evaluation and onboarding documents
- Non-conformity/complaint information
- Monitoring and measuring of performance results (KPIs, SLAs etc)
- **Agendas for any regular management meetings**
 - Management Review Report

Examples of Records to keep –

- **Waste Transfer Notes**
 - Hazardous Consignment Notes
 - Waste Transfer Notes
 - Duty of Care
- **Emergency Preparedness**
 - Fire Risk Assessment
 - Emergency lighting services/checks
 - Smoke detection services/checks
 - Fire Panel service
 - Fire Extinguisher service
- **COSHH Risk Assessment**
 - Material Safety Data Sheets
 - Risk Assessment
- **Vehicles**
 - Lease agreements
 - MOT
 - Service records
 - Disposal records