

## KEY REQUIREMENTS FOR ACHIEVING ISO 14001 CERTIFICATION

- 1 Determine the **context** of the organisation, any **relevant interested parties**, and the risks or **opportunities** relating to these.
- 2 Define the **scope** of the Environmental Management System (EMS) and the certification.
- 3 Create documented **processes** that describe the organisation's operations, including any inputs, outputs and controls to ensure processes achieve their intended aims.
- 4 Ensure top management demonstrate **leadership**, provide sufficient resources and assign clear **responsibilities** across the organisation.
- 5 Establish and communicate an **Environmental Policy**.
- 6 Establish and communicate measurable **Environmental Objectives**.
- 7 Establish a means of **document control** to ensure that only correct versions are in use.
- 8 Identify any **infrastructure and equipment** used and establish a maintenance/calibration programme.
- 9 Record what **skills and competencies** are required for each employee and how those have been obtained.
- 10 Identify relevant **environmental aspects**, assess their significance and record the assessment results.
- 11 Review **environmental legislation** and other **environmental commitments and requirements**, and identify which requirements apply to the environmental aspects.
- 12 Establish **controls** required to manage the environmental aspects and achieve the environmental objectives.
- 13 Evaluate **compliance** with identified environmental legislation and other environmental commitments and requirements.
- 14 Conduct **monitoring and measurement** to demonstrate the effective operation of processes.
- 15 Create an **internal audit** plan and undertake internal audits.
- 16 Hold a **management review**, review key areas of the management system, record decisions, conclusions and actions agreed.
- 17 Demonstrate how the EMS has been subject to **continual improvement**.
- 18 Undergo an **external audit** by a UKAS-accredited body.