



**ISO 14001:2015**

# **Environmental Management Systems**



**kiwa** | Compass Assurance Services

## **Self Assessment Checklist**

# Context

## The Organisation

- Have we determined internal and external issues that will impact on our environmental system?

## Interested Parties

- Have we determined what internal and external interested parties are relevant to the environmental management system and what are their requirements?

## Scope

- Have we determined the boundaries of the environmental system and documented the scope?

# Leadership

## Leadership and Commitment

- Can we demonstrate top management is providing leadership and commitment to the environmental system?

## Customer Focus

- Do we ensure customer focus by understanding and meeting requirements and ensuring customer satisfaction is maintained?

## Environmental Policy

- Have we a documented environmental policy that is communicated and available?

## Roles and Responsibilities

- Are roles and responsibilities for environmental communicated and understood?



# Planning

## Risk and Opportunity

- Have we determined the environmental risks and opportunities related to our organisation?
- Do we have plans to address them?
- Have we maintained records?

## Environmental Aspects

- Have we determined our environmental aspects and impacts, including any significant aspects and our criteria for determining this?
- Do we have plans to address them?
- Have we maintained records?

## Compliance Obligations

- Have we determined our compliance obligations and how they apply to us?
- Do we have plans to address them?
- Have we maintained records?





## Environmental Objectives

- Have we established environmental objectives?
- Do we monitor, measure and communicate them?
- Do we have plans to address them?
- Have we maintained records?

# Support

## Leadership and Commitment

- Have we determined and ensured necessary resources are in place for the environmental management system?

## Competence

- Do we ensure competence of personnel?
- Do we maintain records?

## Awareness

- Have we ensured that personnel are aware of our policy, significant aspects and processes relevant to them?

## Communication

- Have we determined processes for internal and external communication relevant to environmental management including staff, contractors, visitors, regulators and interested parties?
- Do we maintain records?

## Control of Documents

- Do we ensure documents and records are controlled?

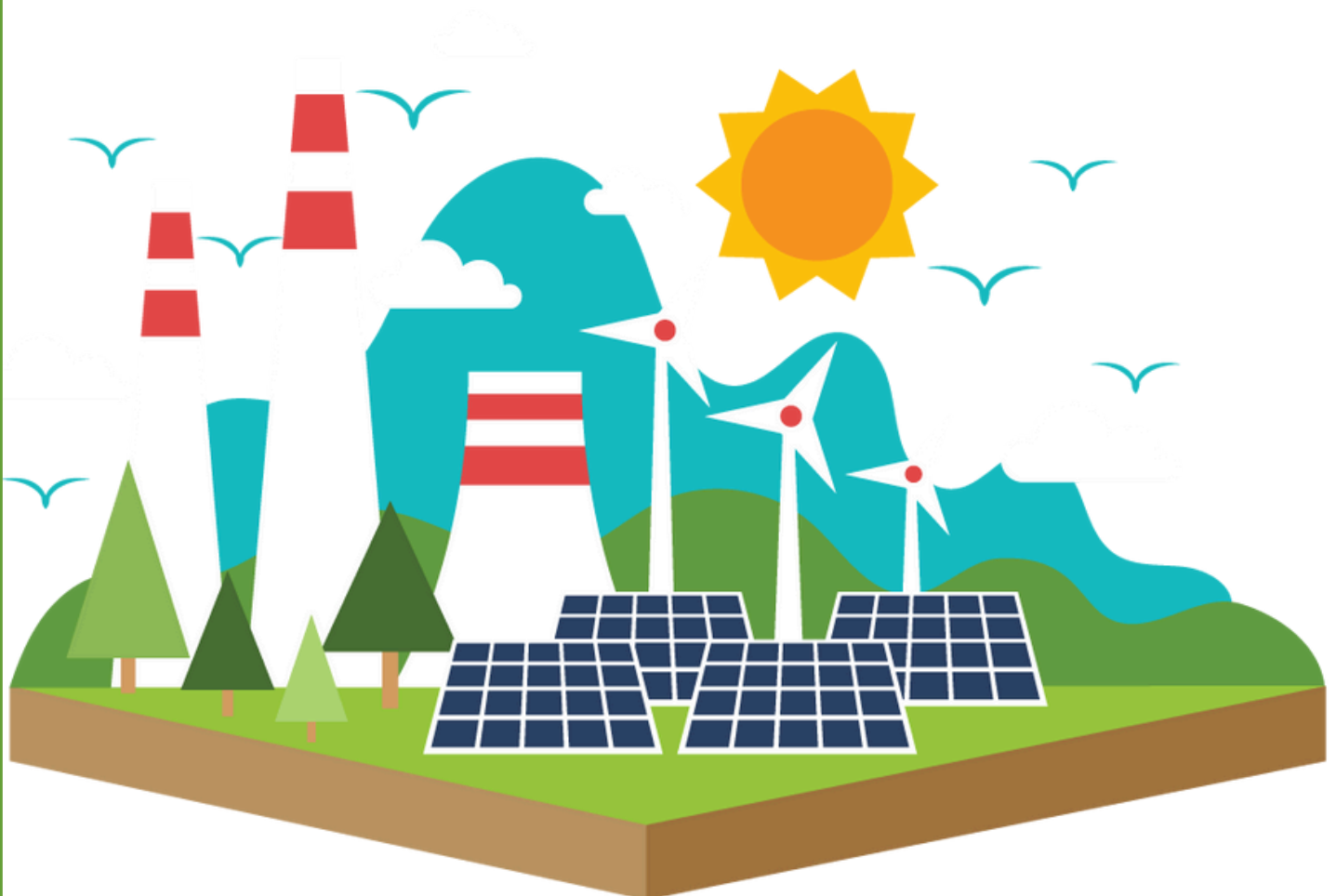
# Operations

## Operational Planning and Control

- Have we established and maintained procedures to meet the requirements of the environmental management system?
- Do we maintain control and influence over outsourced processes?
- Consistent with a life cycle perspective do we consider environmental requirements in design processes and ensure impacts associated with transportation, use and end-of life treatment are controlled?
- Do we maintain records?

## Emergency

- Have we documented processes for emergency? Are they tested (such as drills) and do we evaluate effectiveness?
- Do we maintain records?





# Improvement

## Nonconformity and Corrective Action

- Do we have processes for reporting, investigating and taking action to manage incidents and corrective action? Do we maintain records?
- Do we maintain records?

## Continual Improvement

- Do we continually improve the environmental management system?

# Performance Evaluation

## Monitoring & Measurement

- Do we monitor things such as risk processes, operational controls, equipment that requires maintenance or calibration?
- Do we measure and evaluate things such as KPIs, performance against targets?
- Do we maintain records?

## Evaluation of Compliance

- Do we assess compliance with legal and other requirements, and do we maintain records?

## Internal Audit

- Do we plan and conduct internal audits to ensure the environmental management system conforms to requirements and is implemented effectively?
- Do we maintain records?

## Management Review

- Does our top management review our environmental management system at planned intervals? Do we maintain records?
- Do we maintain records?



## So What Now?



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