

Contents

Summary Contents

List of Acronyms.....	Acronyms – i
Introduction	Introduction – 1
1 What Is an Environmental Management System?	Introduction – 1
2 What Is ISO 14001?.....	Introduction – 2
3 Certification to ISO 14001	Introduction – 3
4 Why Should You Adopt ISO 14001?.....	Introduction – 7
5 Purpose and Content of This Guide	Introduction – 8
6 How to Use This Guide	Introduction – 13
◆ ISO 14000 Overview	
Chapter 1 ISO 14000 Overview	1 – 1
1 The International Organization for Standardization	1 – 1
2 The ISO 14000 Series.....	1 – 2
3 ISO 14001 (EMS Specification)	1 – 9
4 ISO 14004 (EMS Guidance)	1 – 10
5 ISO 19011 (Auditing Management Systems)	1 – 11
6 ISO 14015 (Environmental Management—Environmental Assessment of Sites and Organizations (EASO))	1 – 25
7 ISO 14020–14021; 14024–TR 14025 (Environmental Labeling)	1 – 32
8 ISO 14031 (Environmental Performance Evaluation).....	1 – 44
9 ISO 14040 and 14044 (Life Cycle Assessment)	1 – 49
10 ISO 14050 (Vocabulary)	1 – 62
11 ISO TR 14062 (Environmental Management—Integrating Environmental Aspects into Product Design and Development).....	1 – 63
12 ISO 14063 (Environmental Management—Environmental Communications— Guidelines and Examples)	1 – 65
13 ISO 14064 and 14065 (Greenhouse Gases).....	1 – 66

14 ISO 26000 (Guidance on Social Responsibility)	1 – 67
Getting Started	2 – 1
Chapter 2 Getting Started	2 – 1
1 Establish Your Facility’s Current Position	2 – 1
2 General Terminology	2 – 8
3 Critical Success Factors	2 – 11
Chapter 3 Context of the Organization (Clauses 4.1, 4.2, 4.3, and 4.4)	3 – 1
1 Overview	3 – 1
2 Purpose in the ISO 14001 Framework	3 – 1
3 Requirements	3 – 2
4 Understanding Key Concepts.....	3 – 3
5 Recommended Approach	3 – 4
6 Core Elements for Success	3 – 9
Task List 3 Context of the Organization (Clauses 4.1, 4.2, 4.3, and 4.4)	List 3 – 1
◆ Leadership	
Chapter 4 Leadership, Organizational Roles, Responsibilities, and Authorities (Clauses 5.1 and 5.3)	4 – 1
1 Overview	4 – 1
2 Purpose in the ISO 14001 Framework	4 – 1
3 Requirements	4 – 2
4 Understanding Key Concepts.....	4 – 3
5 Recommended Approach	4 – 5
6 Core Elements for Success	4 – 16
Task List 4 Leadership, Organizational Roles, Responsibilities, and Authorities (Clauses 5.1 and 5.3)	List 4 – 1
Chapter 5 Environmental Policy (Clause 5.2)	5 – 1
1 Overview	5 – 1
2 Purpose in the ISO 14001 Framework	5 – 1
3 Requirements	5 – 2
4 Understanding Key Concepts.....	5 – 2

5 Recommended Approach	5 – 4
6 Core Elements for Success	5 – 14
Task List 5 Environmental Policy (Clause 5.2)	List 5 – 1
Appendix 5A Example Environmental Policies	Appendix 5A – 1
Apple, Inc. Environmental Health and Safety Policy Statement.....	Appendix 5A – 1
Coca-Cola Enterprises, Inc. Environmental Policy Statement—May 2015	Appendix 5A – 2
◆ Planning	
Chapter 6 Risks, Opportunities, and Environmental Aspects (Clauses 6.1.1 and 6.1.2).....	6 – 1
1 Overview	6 – 1
2 Purpose in the ISO 14001 Framework	6 – 1
3 Requirements	6 – 3
4 Understanding Key Concepts.....	6 – 4
5 Recommended Approach	6 – 10
6 Core Elements for Success	6 – 32
Task List 6 Risks, Opportunities, and Environmental Aspects (Clauses 6.1.1 and 6.1.2)....	List 6 – 1
Chapter 7 Compliance Obligations (Clause 6.1.3).....	7 – 1
1 Overview	7 – 1
2 Purpose in the ISO 14001 Framework	7 – 1
3 Requirements	7 – 2
4 Understanding Key Concepts.....	7 – 2
5 Recommended Approach	7 – 4
6 Core Elements for Success	7 – 13
Task List 7 Compliance Obligations (Clause 6.1.3).....	List 7 – 1
Appendix 7A Example Change Management Checklist	Appendix 7A – 1
Chapter 8 Objectives and Plans (Clauses 6.1.4, 6.2.1, and 6.2.2).....	8 – 1
1 Overview	8 – 1
2 Purpose in the ISO 14001 Framework	8 – 1
3 Requirements	8 – 2
4 Understanding Key Concepts.....	8 – 3

5 Recommended Approach	8 – 6
6 Core Elements for Success	8 – 21
Task List 8 Objectives and Plans (Clauses 6.1.4, 6.2.1, and 6.2.2)	List 8 – 1
◆ Support	
Chapter 9 Resources, Competence, Training, and Awareness (Clauses 7.1, 7.2, and 7.3)	9 – 1
1 Overview	9 – 1
2 Purpose in the ISO 14001 Framework	9 – 1
3 Requirements	9 – 2
4 Understanding Key Concepts.....	9 – 3
5 Recommended Approach	9 – 7
6 Core Elements for Success	9 – 20
Task List 9 Resources, Competence, Training, and Awareness (Clauses 7.1, 7.2, and 7.3)	List 9 – 1
Appendix 9A Example Training Needs Matrix	Appendix 9A – 1
Chapter 10 Communication (Clause 7.4)	10 – 1
1. Overview.....	10 – 1
2. Purpose in the ISO 14001 Framework	10 – 1
3. Requirements	10 – 2
4. Understanding Key Concepts.....	10 – 2
5. Recommended Approach	10 – 5
6. Core Elements for Success	10 – 14
Task List 10 Communication (Clause 7.4)	List 10 – 1
Chapter 11 EMS Documentation (Clauses 7.5.1 and 7.5.2)	11 – 1
1. Overview.....	11 – 1
2 Purpose in the ISO 14001 Framework	11 – 1
3. Requirements	11 – 2
4. Understanding Key Concepts.....	11 – 2
5. Recommended Approach	11 – 4
6. Core Elements for Success	11 – 10

Task List 11 EMS Documentation (Clauses 7.5.1 and 7.5.2).....	List 11 – 1
Chapter 12 Control of Documentation (Clause 7.5.3).....	12 – 1
1 Overview.....	12 – 1
2 Purpose in the ISO 14001 Framework	12 – 1
3. Requirements	12 – 1
4. Understanding Key Concepts.....	12 – 2
5. Recommended Approach	12 – 4
6. Core Elements for Success	12 – 12
Task List 12 Control of Documentation (Clause 7.5.3).....	List 12 – 1
◆ Operation	
Chapter 13 Operational Planning and Control (Clause 8.1).....	13 – 1
1 Overview.....	13 – 1
2 Purpose in the ISO 14001 Framework	13 – 1
3 Requirements	13 – 2
4 Understanding Key Concepts.....	13 – 3
5 Recommended Approach	13 – 5
6 Core Elements for Success	13 – 9
Task List 13 Operational Planning and Control (Clause 8.1)	List 13 – 1
Chapter 14 Emergency Preparedness and Response (Clause 8.2).....	14 – 1
1 Overview.....	14 – 1
2 Purpose in the ISO 14001 Framework	14 – 1
3 Requirements	14 – 2
4 Understanding Key Concepts.....	14 – 2
5 Recommended Approach	14 – 3
6 Core Elements for Success	14 – 12
Task List 14 Emergency Preparedness and Response (Clause 8.2).....	List 14 – 1
Appendix 14A Summary of U.S. Federal Regulatory Emergency Planning Requirements	Appendix 14A – 1

◆ Performance Evaluation

Chapter 15 Monitoring, Measurement, Analysis, and Evaluation (Clauses 9.1.1 and 9.1.2)	15 – 1
1 Overview	15 – 1
2 Purpose in the ISO 14001 Framework	15 – 1
3 Requirements	15 – 3
4 Understanding Key Concepts	15 – 4
5 Recommended Approach	15 – 5
6 Core Elements for Success	15 – 12
Task List 15 Monitoring, Measurement, Analysis, and Evaluation (Clauses 9.1.1 and 9.1.2)	List 15 – 1
Chapter 16 Internal EMS Audit Program (Clauses 9.2.1 and 9.2.2)	16 – 1
1 Overview	16 – 1
2 Purpose in the ISO 14001 Framework	16 – 1
3 Requirements	16 – 2
4 Understanding Key Concepts	16 – 3
5 Recommended Approach	16 – 4
6 Core Elements for Success	16 – 13
Task List 16 Internal EMS Audit Program Clauses 9.2.1 and 9.2.2	List 16 – 1
Chapter 17 Management Review (Clause 9.3)	17 – 1
1 Overview	17 – 1
2 Purpose in the ISO 14001 Framework	17 – 1
3 Requirements	17 – 2
4 Understanding Key Concepts	17 – 3
5 Recommended Approach	17 – 4
6 Core Elements for Success	17 – 11
Task List 17 Management Review Clause 9.3	List 17 – 1

◆ Improvement

Chapter 18 of this new edition covering ISO 14001:2015 is under development and will be added as we finalize it for release.

◆ Certification

Chapter 19 of this new edition covering ISO 14001:2015 is under development and will be added as we finalize it for release.