



# ISO 14001: Are you ready for your audit?

## CHECKLIST

**Use our checklist and find out if you are sufficiently prepared for certification.**

Tick the statements that apply to you or your company to gather a clear overview of the ISO 14001 requirements that you already meet and those that may need further attention.

This checklist is based on the structure of ISO 14001:2015 and focuses on sections four to ten, which contain the requirements for achieving certification to ISO 14001.

### Section 4 - Context of the Organisation

☐

You have determined the internal factors that influence performance, strategic direction and the purpose of your company, e.g. the competence and commitment of your workforce, their willingness to co-operate and follow your policies, and your organisation's communication methodologies)

☐

You have determined the external factors that influence performance, strategic direction and the purpose of your company, e.g. relevant legislations and laws, your organisation's economic and political conditions etc.

☐

You know what opportunities and risks arise for your company as a result of internal and external factors.

☐

You know the expectations of the internal (e.g. employees, works council) and external (e.g. customers, residents, competitors) interested parties who influence your EMS system.

☐

You have defined the scope of your environmental management system (EMS), taking into account all aspects that influence its performance.

☐

You have clearly defined your organisation's environmental policies and procedures and know how they influence each other.

☐

You have clearly defined how your organisation's environmental policies and procedures are managed, and you monitor them regularly.

☐

If you have outsourced your environmental procedures or processes, you can name them and explain the reason for this.

## Section 5 - Leadership

☐

The top management of your company is demonstrably in charge of your EMS and ensures its effectiveness and maintenance (e.g. through regular checks).

☐

The top management of your company ensures that you consistently understand and meet the needs of your internal and external stakeholders.

☐

The top management of your company ensures that you consistently understand and comply with legal and regulatory requirements regarding the environmental policies and procedures you have in place.

☐

Roles, responsibilities and authorities within your organisation are clearly defined, documented and communicated.

## Section 6 - Planning

☐

You have identified and analysed opportunities and risks for your company, and you have defined measures for dealing with them.

☐

If you have not defined any measures for opportunities and risks, you can explain this clearly and conclusively.

☐

You have defined and documented measurable goals for all functions, levels and processes required for the EMS.

☐

Your goals are consistent with your environmental policy.

☐

You have defined measures to achieve your environmental goals.

☐

Any changes to the EMS are implemented on the basis of systematic planning.

## Section 7 - Support

☐

You have identified the necessary resources to set up, maintain and continuously improve your EMS and are able to provide them.

☐

For the implementation of your EMS, you have determined the necessary people and the necessary infrastructure and can make them available.

☐

You have determined and provided the process environment for the implementation of your EMS, taking into account possible social, psychological and physical influencing factors.

☐

To ensure that your products and services conform to the specified requirements, you have identified and allocated resources to ensure reliable monitoring.

☐

You ensure that the necessary knowledge for process implementation and for achieving product conformity is available and maintained within your organisation.

☐

You continuously ensure that the employees in your company have the necessary skills to safely and effectively do their job.

☐

You ensure that all persons who carry out tasks under supervision within your company are informed about the environmental policy and objectives and are aware of the consequences of non-compliance.

☐

You have a defined communication strategy (internal and external).

☐

When dealing with documented information, you proceed strategically and thus ensure that it is always up-to-date, complete and protected in a suitable format.

## Section 8 - Operation

☐

You have precisely determined the requirements for your environmental policy.

☐

You have clearly defined controls for the elimination of risk.

☐

You have clearly defined how the transition or transformation of your goals, processes or technologies is managed, e.g. implementing strategies for effecting change, controlling change and helping people adapt to change.

☐

You have controls in place to manage the processes and risks associated with the procurement of goods and services.

☐

You have a robust procedure in place in case of emergencies, allowing you to respond quickly and efficiently to minimise injury.

☐

Operational processes and procedures are maintained and evaluated at regular intervals to ensure that they work as intended.

☐

You have a defined development process which ensures your EMS continuously improves.

☐

You ensure that the development process is checked by suitable personnel.

☐

Possible outsourced processes and services meet your requirements. You have defined the selection process and review of these services.

☐

You have coherent documentation of your approval process.

☐

You have a robust procedure in place in case of emergencies, allowing you to respond quickly and efficiently to minimise injury.

☐

Operational processes and procedures are maintained and evaluated at regular intervals to ensure that they work as intended.

☐

You have a defined development process which ensures your EMS continuously improves.

☐

You ensure that the development process is checked by suitable personnel.

☐

Possible outsourced processes and services meet your requirements. You have defined the selection process and review of these services.

☐

You have coherent documentation of your approval process.



☐

You control and document non-conforming results according to a defined plan.

## Section 9 – Evaluation of Performance

☐

You have determined what needs to be monitored, measured, analysed and evaluated when by whom and retain documented information as evidence of the results.

☐

You have identified suitable methods for monitoring stakeholder feedback and apply these on an ongoing basis.

☐

You continuously carry out holistically planned internal audits to check the effectiveness and maintenance of your EMS and its consistency with the requirements of the ISO 14001 standard.

☐

The top management of your company regularly checks your EMS and, if necessary, determines measures to adapt the system.

## Section 10 - Improvement



You have a defined procedure for handling non-conformities and complaints, which also includes the implementation of corrective measures and documentation.



When evaluating improvement strategies, you consult with your employees regarding potential changes to gather their input and buy-in.

**For more information about ISO 14001 certification, head to our website →**

### Why LRQA?

Working with a credible and respected partner to certify your management systems is a uniquely powerful way to show stakeholders that high standards are being set and met. Certification helps ensure that working practices minimise risks in the future while allowing you to enhance your reputation in the present by demonstrating your commitment to safe, sustainable, and ethical ways of working.

#### Strategic vision

Our technical know-how, industry expertise, and innovative, forward-thinking approach will help you meet the challenges of today – and become a safer, cleaner, more resilient, and more ethical organisation tomorrow.

#### Technical expertise

Our people are leading experts in their sectors and technologies across certification, inspection services, sustainability, training, and cybersecurity. We work alongside your teams to gain a clear

understanding of risks, challenges, and needs – then share our knowledge to help your business thrive today and tomorrow.

#### Global capability

Operating in more than 160 countries, recognised by over 30 accreditation bodies worldwide, and covering a wide breadth of industries, we can help you manage risk, drive business improvements, build credibility with stakeholders and meet sustainability goals – both within your business and across your supply chain.

#### Effective partnerships

Every business is unique. That's why our experts work with you to fully understand your needs and goals and determine how we can best support them. Pioneering approach We have led the way in shaping our industry – and continue to take every opportunity to collaborate with clients and pioneer new ideas, services, and innovations.

### Get in touch

Please visit [www.lrqa.com/ae](http://www.lrqa.com/ae) for more information or email [Enquiries.ae@lrqa.com](mailto:Enquiries.ae@lrqa.com)

LRQA  
Level 3, The Offices 3,  
One Central, World Trade Center,  
Dubai, United Arab Emirates.

**LRQA**

**YOUR FUTURE. OUR FOCUS.**