



# ISO 14001

## Audit Checklist

THE BRITISH  
ASSESSMENT  
BUREAU



### ✓ **Ensure Commitment**

The process of creating and implementing your environmental security management system (EMS) and then going forward for assessment will be made easier if there is full commitment from the top to the bottom of the organisation.

### ✓ **Assign a Project Manager**

Although sole responsibility shouldn't fall on one person's shoulders, it is advised to assign a project manager as a spearhead. This needs to be someone who's orderly minded, has the authority to make decisions and has direct access to senior management team.

### ✓ **Preparing for the Audit**

It's well worth taking stock of your current situation. The best way to do this is by monitoring and measuring your current procedures and identifying any legal requirements of your EMS.

### ✓ **Scope of the Audit**

Define the scope of your EMS, this will help prevent you from doing unnecessary work. The scope outlines how much of the organisation the EMS will cover. For example, an organisation may choose to implement a EMS for just one of their sites. Section 4.3 of the ISO 14001 standard details the requirements for determining the scope.

### ✓ **Awareness**

Communication is key, there will be changes that will affect all employees, stakeholders and possibly some members of the supply chain. Everyone should be aware of the new processes and procedures contained in the EMS. Regular updates, and in some cases training, are recommended.

### ✓ **During the audit**

Your EMS will introduce various procedures including:

- Environmental management
- Document control
- Emergency response
- Measurements of operations that impact the environment
- Record management
- Internal audit
- Management reviews

### ✓ **Paperwork**

You will need to compile documentation to demonstrate how your EMS works. Our clients say that our online templates and toolkits really help them with this.

### ✓ **Reap the rewards**

Once your EMS is fully in place and compliant to the ISO 14001 standard then your business can start seeing the benefits. These include, lower running costs, happier customers and the opportunity to tender for more work.

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