

ISO 14001 Readiness Checklist

Company name

Completed by

Date

Use this checklist to review your environmental management system before an ISO 14001 Stage 1 audit. Mark which areas are in place and which need further work. This checklist is general guidance and does not guarantee certification.

Requirement	Have it	Review	Need help	N/A
Context and scope				
We understand the environmental conditions and issues that affect us, and that we affect	☐	☐	☐	☐
We know which interested parties matter (clients, regulators, neighbours) and what they expect	☐	☐	☐	☐
The scope of our environmental management system is defined and documented	☐	☐	☐	☐
Leadership				
Top management leads and takes responsibility for environmental performance	☐	☐	☐	☐
We have a signed environmental policy with the commitments the standard expects, including protecting the environment and meeting legal requirements	☐	☐	☐	☐
Environmental roles and responsibilities are assigned and communicated	☐	☐	☐	☐
Planning				
We have identified our environmental aspects and impacts, considering a life cycle perspective	☐	☐	☐	☐
We have decided which aspects are significant and why	☐	☐	☐	☐
We have a register of environmental legal and other requirements and check we meet them	☐	☐	☐	☐
We have measurable environmental objectives with plans to achieve them	☐	☐	☐	☐
Support				
We know what environmental competence each role needs and keep records	☐	☐	☐	☐
Workers know the policy, the significant aspects of their work and their part in the system	☐	☐	☐	☐
We have arrangements for internal and external environmental communication	☐	☐	☐	☐
Documents and records are controlled, current and accessible	☐	☐	☐	☐

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Operation				
Controls are in place for our significant aspects, such as waste, fuel, chemicals and emissions	☐	☐	☐	☐
Contractors and suppliers are made aware of our environmental requirements	☐	☐	☐	☐
We have arrangements for environmental emergencies such as spills, and we test them	☐	☐	☐	☐
Performance evaluation				
We monitor and measure key environmental performance, such as waste, energy and fuel use	☐	☐	☐	☐
We evaluate compliance with environmental legal requirements	☐	☐	☐	☐
We have completed at least one full internal audit	☐	☐	☐	☐
Top management has carried out a management review	☐	☐	☐	☐
Improvement				
Environmental incidents and nonconformities are investigated and corrective actions tracked to closure	☐	☐	☐	☐
We can show continual improvement in environmental performance	☐	☐	☐	☐

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