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Environmental management systems — Guidelines for the phased implementation of an environmental management system, including the use of environmental performance evaluation

Systèmes de management environnemental — Lignes directrices pour la mise en application par phases d'un système de management environnemental, incluant l'utilisation d'une évaluation de performance environnementale

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 14005 was prepared by Technical Committee ISO/TC 207, *Environmental management*, Subcommittee SC 1, *Environmental management systems*.

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Introduction

The purpose of this International Standard is to encourage and guide organizations, especially small- and medium-sized enterprises (SMEs), to develop and implement an environmental management system (EMS) that meets the requirements of ISO 14001. The guidance does not go beyond ISO 14001, except for the inclusion of environmental performance evaluation and is not intended to be used for the interpretation of ISO 14001 nor for certification purposes.

Many organizations have profited from having a formal environmental management system. But many more organizations, especially SMEs, do not have such a system, even though it could benefit them greatly. This International Standard uses a phased approach to implement an environmental management system that can grow, to meet the requirements of the International Standard for environmental management systems, ISO 14001.

A phased approach offers several advantages. Users can readily evaluate how the time and money put into an EMS provides a return. They can see how environmental improvements help to reduce costs, improve their community relations, assist them in demonstrating compliance with legal and other requirements, and help them live up to customer expectations. They can track the benefits of their EMS while they implement their system step by step, adding or expanding elements as they provide value to the organization. When the scope of the EMS includes all of the organization's activities, products and services that it wishes to cover and these are addressed using all the elements of this International Standard to their full extent, the organization would have developed and implemented a system that meets the requirements of ISO 14001.

ISO 14001, the most widely accepted international EMS standard, is a structured approach to managing an organization's environmental matters. It is consistent with, and forms the basis of, many other regional management system approaches.

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1 Scope

This International Standard provides guidance for all organizations, but particularly small- and medium-sized enterprises (SMEs), on the phased development, implementation, maintenance and improvement of an environmental management system. It also includes advice on the integration and use of environmental performance evaluation techniques.

This International Standard is applicable to any organization, regardless of its level of development, the nature of the activities undertaken or the location at which they occur.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
auditor
person with the competence to conduct an audit

[ISO 14050:2009, 5.31.1]

2.2
audit findings
results of the evaluation of the collected audit evidence against audit criteria

NOTE Audit findings can indicate either conformity or nonconformity with audit criteria or opportunities for improvement.

[ISO 14050:2009, 5.23]

2.3
audit programme
set of one or more audits planned for a specific time frame and directed towards a specific purpose

NOTE An audit programme includes all activities necessary for planning, organizing and conducting the audits.

[ISO 1450:2009, 5.32]

2.4
continual improvement
recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy

NOTE The process need not take place in all areas of activity simultaneously.

[ISO 14050:2009, 4.7]

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