



<b>4</b>	<b>CONTEXT OF THE ORGANISATION</b>	
<b>4.1</b>	<p><b>Understanding the organisation and your context</b></p> <p>Has the organisation considered its internal and external issues that affect its ability to achieve results of the EMS?</p> <p>Has it considered its environmental conditions being affected by or capable of affecting the organisation?</p>	
<b>4.2</b>	<p><b>Understanding the needs and expectations of interested parties</b></p> <p>Has the organisation determined:</p> <ul style="list-style-type: none"> <li>a) The interested parties that are relevant to the environmental management system</li> <li>b) The relevant needs and expectations (requirements) of these interested parties</li> <li>c) Which of these needs and expectations become its compliance obligations</li> </ul>	
<b>4.3</b>	<p><b>Scope</b></p> <p>Has the organisation determined the boundaries and applicability of the environmental management system to its scope. Has it considered the following:</p> <ul style="list-style-type: none"> <li>a) The internal and external issues in 4.1 and compliance obligations referred to in 4.2</li> <li>b) Its organizational units, functions and physical boundaries</li> <li>c) Its activities, products and services</li> <li>d) Its authority and ability to exercise control and influence</li> </ul> <p>Has the scope been maintained as documented information and is it available to interested parties?</p>	
<b>4.4</b>	<p><b>Environmental Management System</b></p> <p>Has the organisation established, implemented, maintained and continually improved its environmental management system, including the processes needed and their interactions, in accordance with the requirements of this standard</p>	

<b>5</b>	<b>LEADERSHIP</b>	
<b>5.1</b>	<p><b>Leadership and Commitment</b></p> <p>Has top management demonstrated leadership and commitment with respect to its EMS system through following means by:</p> <ul style="list-style-type: none"> <li>a) Taking accountability for the effectiveness of the EMS</li> <li>b) Ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organisation</li> <li>c) Ensuring the integration of the EMS requirements into the organisation's business processes and that the resources needed for the EMS achieve its intended results</li> <li>d) Communicating the importance of effective environmental management and of conforming to the EMS requirements</li> <li>e) Ensuring that the EMS achieves its intended outcomes</li> <li>f) Directing and supporting persons to contribute to the effectiveness of the EMS</li> <li>g) Promoting continual improvement</li> <li>h) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility</li> </ul>	

<b>5.2</b>	<p><b>Environmental Policy</b></p> <p>Has top management established, implemented and maintained an environmental policy:</p> <ul style="list-style-type: none"> <li>a) Appropriate to the purpose and context of the organization and supports its strategic direction</li> <li>b) Provides a framework for setting environmental objectives</li> <li>c) Includes a commitment to the protection of the environment, including prevention of pollution and other specific commitments relevant to the organisation</li> <li>d) Includes a commitment to fulfill its compliance obligations</li> <li>e) Includes a commitment to continual improvement of the environmental management system to enhance environmental performance</li> <li>f) Has the environmental policy been:</li> <li>g) Maintained as documented information</li> <li>h) Communicated within the organisation</li> <li>i) Made available to interested parties</li> </ul>	
------------	---	--

5.3	<p><b>Organisational Roles, Responsibilities and Authorities</b></p> <p>Has top management ensured that responsibilities and authorities for relevant roles are assigned, communicated and understood within the organization</p> <p>Has top management assigned the responsibility and authority for:</p> <ul style="list-style-type: none"> <li>a) Ensuring that the environmental management system conforms to the requirements of this standard</li> <li>b) Reporting on the performance of the environmental management system, including environmental performance to top management</li> </ul>	
-----	--	--

6	<b>PLANNING</b>	
6.1	<p><b>Actions to address risks and opportunities</b></p> <p>Has the organisation established, implemented and maintained the processes needed to meet the requirements?</p> <p>When planning for the environmental management system, has the organisation considered?</p> <ul style="list-style-type: none"> <li>a) The issues referred to in 4.1</li> <li>b) The requirements referred to in 4.2</li> <li>c) The scope of its environmental management system</li> </ul> <p>Has it determined the risks and opportunities, related to its environmental aspects, compliance obligations and other issues and requirements, identified in 4.1 and 4.2, that need to be addressed to:</p> <ul style="list-style-type: none"> <li>• Give assurance that the environmental management system can achieve its intended outcomes</li> <li>• Prevent or reduce undesired effects, including the potential for external environmental conditions to affect the organisation</li> <li>• Achieve continual improvement</li> </ul> <p>Has the organisation determined potential emergency situations, including those that can have an environmental impact</p>	

<p><b>6.1.2</b></p>	<p><b>Environmental Aspects</b></p> <p>Has the organisation determined the environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective?</p> <p>Has the organisation taken into account:</p> <ul style="list-style-type: none"> <li>a) Changes, including planned or new developments, and new or modified activities, products and services</li> <li>b) Abnormal conditions and reasonably foreseeable emergency situations</li> </ul> <p>Has the organisation communicated its significant environmental aspects among the various levels and functions of the organisation, as appropriate:</p> <p>Has the organisation maintained documented information of its:</p> <ul style="list-style-type: none"> <li>• Environmental aspects and associated environmental impacts</li> <li>• Criteria used to determine its significant environmental aspects</li> <li>• Significant environmental aspects</li> </ul>	
<p><b>6.1.3</b></p>	<p><b>Compliance Obligations</b></p> <p>Has the organisation:</p> <ul style="list-style-type: none"> <li>a) Have access to the compliance obligations related to its environmental aspects and determine how these compliance obligations apply to the organisation</li> <li>b) Take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system</li> </ul>	
<p><b>6.1.4</b></p>	<p><b>Planning Action</b></p> <p>Has the organisation planned:</p> <ul style="list-style-type: none"> <li>1. To take actions to address its significant environmental aspects, its compliance obligations and its risks and opportunities, and</li> </ul>	

	<p>2. How to integrate and implement the actions into its environmental management system processes or other business processes and evaluate the effectiveness of these actions</p>	
--	---	--

<p>6.2  6.2.1</p>	<p><b>Environmental Objectives and planning to achieve them</b></p> <p><b>Environmental Objectives</b></p> <p>Has the organisation established environmental objectives at relevant functions and levels, taking into account the organisations significant environmental aspects and associated compliance obligations, and considering its risks and opportunities?</p> <p>Are the environmental objectives:</p> <ul style="list-style-type: none"> <li>a) Consistent with the environmental policy</li> <li>b) Measurable (if practicable) and monitored</li> <li>c) Communicated and updated as appropriate</li> </ul> <p>Has the organisation maintained documented information on the environmental objectives?</p>	
---------------------------	---	--

<p>6.2.2</p>	<p><b>Planning actions to achieve environmental objectives</b></p> <p>When planning how to achieve its environmental objectives, has the organisation determined:</p> <ul style="list-style-type: none"> <li>a) what will be done</li> <li>b) the resources required</li> <li>c) who will be responsible</li> <li>d) when it will be completed</li> <li>e) how the results will be evaluated, including indicators for monitoring progress towards achievement of its measurable environmental objectives</li> </ul>	
--------------	--	--

<b>7</b>	<b>SUPPORT</b>	
<b>7.1</b>	<p><b>Resources</b></p> <p>Has the organisation determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the environmental management system</p>	
<b>7.2</b>	<p><b>Competence</b></p> <p>Has the organisation:</p> <ul style="list-style-type: none"> <li>a) Determined the necessary competence of person(s) working under its control that affects its environmental performance and its ability to fulfill its compliance obligations</li> <li>b) Ensured that these persons are competent on the basis of appropriate education, training, or experience</li> <li>c) Determine training needs associated with its environmental aspects and its environmental management system</li> <li>d) Where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken</li> </ul>	
<b>7.3</b>	<p><b>Awareness</b></p> <p>Has the organisation ensured that persons doing work under the organisation's control are aware of:</p> <ul style="list-style-type: none"> <li>a) The environmental policy and the significant environmental aspects and related actual or potential environmental impacts associated with their work</li> <li>b) Their contribution to the effectiveness of the EMS, including the benefits of enhanced environmental performance</li> <li>c) The implications of not conforming with the environmental management system requirements, including not fulfilling the organisation's compliance obligations</li> </ul>	

7.4	<h2>Communication</h2>	
7.4.1	<h3>General</h3> <p>Has the organisation established, implemented and maintained the processes needed for internal and external communications relevant to the environmental management system, including:</p> <ul style="list-style-type: none"> <li>a) on what it will communicate</li> <li>b) when to communicate</li> <li>c) with whom to communicate</li> <li>d) how to communicate</li> </ul>	
	<p>When establishing its communication processes, has the organisation taken into account its compliance obligations, ensured that environmental information communicated is consistent with information generated within the environmental management system, and is reliable</p> <p>Has the organisation retained documented information as evidence of its communication, as appropriate</p>	
7.4.2	<h3>Internal Communication</h3> <p>The organisation shall:</p> <ul style="list-style-type: none"> <li>a) Internally communicate information relevant to the EMS among the various levels and functions of the organisation, including changes to the EMS, as appropriate</li> <li>b) Ensure its communication processes enable persons doing work under the organisation's control to contribute to continual improvement</li> </ul>	
7.4.3	<h3>External Communication</h3> <p>Has the organisation externally communicated information relevant to the environmental management system, as established by the organisation's communication processes and as required by its compliance obligations</p>	

<p>7.5</p> <p>7.5.1</p>	<p><b>Documented Information</b></p> <p><b>General</b></p> <p>Does the organisation's EMS include documented information required by this international standard and by the organisation as being necessary for the effectiveness of the EMS</p>	
<p>7.5.2</p>	<p><b>Creating and Updating</b></p> <p>When creating and updating documented information, has the organisation ensured:</p> <ul style="list-style-type: none"> <li>a) Identification and description (e.g. title, date, author or reference number)</li> <li>b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic)</li> <li>c) Review and approval for suitability and adequacy</li> </ul>	
<p>7.5.3</p>	<p><b>Control of Documented Information</b></p> <p>Has documented information been controlled to ensure it is available and suitable for use, where and when it is needed and it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)</p> <p>Has the organisation addressed the following activities (as applicable):</p> <ul style="list-style-type: none"> <li>• Distribution, access, retrieval and use</li> <li>• Storage and preservation, including preservation of legibility</li> <li>• Control of changes (version control)</li> <li>• Retention and disposition</li> </ul> <p>Has documented information of external origin determined by the organisation to be necessary for the planning and operation of the environmental management system been identified and controlled as appropriate?</p>	

<b>8</b>	<b>OPERATION</b>	
<b>8.1</b>	<p><b>Operational Planning and control</b></p> <p>Has the organisation established, implemented, controlled and maintained that processes needed to meet environmental management system requirements, and to implement the actions identified in 6.1 and 6.2?</p> <p>Has the organisation done this through establishing operating criteria for the processes and implementing control of the processes, in accordance with the operating criteria</p> <p>Consistent with the lifecycle perspective, has the organisation:</p> <ul style="list-style-type: none"> <li>a) Established controls; as appropriate, to ensure that its environmental requirements is are addressed in the design and development process for the product or service, considering each life cycle stage</li> <li>b) Determine its environmental requirements for the procurement of products and services, as appropriate</li> <li>c) Communicate its relevant environmental requirements to external providers, including contractors</li> </ul>	
	<ul style="list-style-type: none"> <li>d) Considered the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end of life treatment and final disposal of its products and services</li> </ul> <p>Has the organisation maintained documented information to the extent necessary to have confidence that processes have been carried out as planned</p>	
<b>8.2</b>	<p><b>Emergency Preparedness and Response</b></p> <p>Has the organisation established, implemented and maintained the processes needed to prepare for and respond to potential emergency situations identified in 6.1.1</p> <p>Has the organisation:</p> <ul style="list-style-type: none"> <li>a) Prepared to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations</li> <li>b) Respond to actual emergency situations</li> <li>c) Take action to prevent or mitigate the consequences of emergency situations as appropriate to the magnitude of the emergency and the potential environmental impact</li> <li>d) Periodically test the planned response actions, where practicable</li> </ul>	

	<ul style="list-style-type: none"> <li>e) Periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests</li> <li>f) Provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control</li> </ul> <p>Has the organisation maintained documented information to the extent necessary to have confidence that the processes is (are) carried out as planned</p>	
--	---	--

<b>9</b>	<b>PERFORMANCE EVALUATION</b>	
<b>9.1</b>	<b>Monitoring, measurement, analysis and evaluation</b>	

<b>9.1.1</b>	<p><b>General</b></p> <p>Does the organisation monitor, measure, analyse and evaluate its environmental performance? Has the organisation determined:</p> <ul style="list-style-type: none"> <li>a) What needs to be monitored and measured</li> <li>b) The methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results</li> <li>c) The criteria against which the organisation will evaluate its environmental performance, and appropriate indicators</li> <li>d) When the monitoring and measuring shall be performed</li> <li>e) When the results from monitoring and measurement shall be analysed and evaluated</li> </ul> <p>Has the organisation ensured that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate</p> <p>Has the organisation evaluated its environmental performance and the effectiveness of the environmental management system</p> <p>Has the organisation retained documented information as evidence of the monitoring, measurement, analysis and evaluation results</p>	
--------------	--	--

<p>9.1.2</p>	<p><b>Evaluation of Compliance</b></p> <p>Has the organisation established, implemented and maintained the processes needed to evaluate fulfillment of its compliance obligations. Has the organisation:</p> <ul style="list-style-type: none"> <li>a) Determined the frequency that compliance will be evaluated</li> <li>b) Evaluate compliance and take action if needed</li> <li>c) Maintain knowledge and understanding of its compliance status</li> </ul> <p>Has the organisation retained documented information as evidence of the compliance evaluation result</p>	
<p>9.2</p> <p>9.2.1</p>	<p><b>Internal Audit</b></p> <p><b>General</b></p> <p>Has the organisation conducted internal audits at planned intervals to provide evidence that the EMS conforms to the organisation's own requirements for its EMS and requirements of this international standard and is effectively implemented and maintained</p>	
<p>9.2.2</p>	<p><b>Internal Audit Programme</b></p> <p>Has the organisation established, implemented and maintained an internal audit programme, including the frequency, methods, responsibilities, planning req'ts and reporting of its internal audits</p> <p>Has the organisation taken into consideration the environmental importance of the processes concerned, changes affecting the organisation and the results of previous audits</p> <p>Has the organization defined the audit criteria and scope for each audit, selected auditors and conduct audits to ensure objectivity and impartiality of the audit process, and ensure that the results of the audits are reported to relevant management</p> <p>Has the organisation retained documented information as evidence of the implementation of the audit programme and the audit results</p>	

<p>9.3</p>	<p><b>Management Review</b></p> <p>Has top mgt reviewed the organisation's EMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness</p> <p>Has the review taken into consideration the following:</p> <ol style="list-style-type: none"> <li>1. The status of actions from previous management reviews</li> <li>2. Changes in external and internal issues that are relevant to the EMS, the needs and expectations of interested parties, including compliance obligations, significant environmental aspects and risks and opportunities</li> <li>3. The extent to which environmental objectives have been achieved</li> <li>4. Information on the organisation's environmental performance, including trends in nonconformities and corrective actions, monitoring and measurement results, fulfillment of its compliance obligations, audit results,</li> <li>5. Adequacy of resources</li> <li>6. The effectiveness of actions taken to address risks and opportunities</li> <li>7. Relevant communications from interested parties, including complaints</li> <li>8. Opportunities for continual improvement</li> </ol> <p>Have the outputs of the management review included:</p> <ul style="list-style-type: none"> <li>• Conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system</li> </ul>	
	<ul style="list-style-type: none"> <li>• Decisions related to continual improvement opportunities</li> <li>• Decisions related to any need for changes to the environmental management system, including resources</li> <li>• Actions, if needed, when environmental objectives have not been achieved</li> <li>• Opportunities to improve integration of the environmental management system with other business processes</li> <li>• Any implication for the strategic direction of the organisation</li> </ul> <p>Has the organisation retained documented information as evidence of the results of the management reviews?</p>	

<b>10</b>	<b>IMPROVEMENT</b>	
<b>10.1</b>	<p><b>General</b></p> <p>Has the organisation determined opportunities for improvement and implemented necessary actions to achieve the intended outcomes of its environmental management system</p>	

<b>10.2</b>	<p><b>Nonconformity and Corrective Action</b></p> <p>When a nonconformity occurs, has the organisation:</p> <ol style="list-style-type: none"> <li>1. Reacted to the nonconformity and, as applicable, taken action to control and correct it and dealt with the consequences</li> <li>2. Evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere by reviewing and analyzing the nonconformity, determine the causes of the nonconformity and determining if similar nonconformities exist, or could potentially occur</li> <li>3. Implement any action needed</li> <li>4. Review the effectiveness of any corrective action taken</li> <li>5. Make changes to the environmental management system, if necessary</li> </ol>	
-------------	---	--

	<p>Are corrective actions appropriate to the significance of the effects of the nonconformities encountered, including the environmental impact?</p> <p>Has the organisation retained documented information as evidence of:</p> <ul style="list-style-type: none"> <li>• The nature of the nonconformities and any subsequent actions taken</li> <li>• The results of any corrective action</li> </ul>	
--	---	--

<b>10.3</b>	<p><b>Continual Improvement</b></p> <p>Has the organisation continually improved the suitability adequacy and effectiveness of the environmental management system to enhance environmental performance?</p>	
-------------	--	--