ENVIRONMENTAL MANAGEMENT SYSTEM CHECKLIST – AS/ISO14001:2004

(STATUS A = Acceptable; N = Not Acceptable; N/A = Not applicable)

ITEM No.	ISO Ref	Standard Requirements	Status A,N,N/A	Comments
	4	**Environmental Management System**		
1.	4.1	Has an Environmental Management System (EMS) been developed and does it document/define its scope?		
	4.2	**Environmental Policy**		
2.	4.2	Has top management defined the organisation's environmental policy, ensuring that it is defined within the scope of the EMS?		
3.	4.2	Is the policy appropriate to the nature, scale and environmental impacts of the activities to be undertaken?		
4.	4.2	Does the policy include: • a commitment to continual improvement and prevention of pollution; • a commitment to comply with applicable legal and other requirements to which the organisation subscribes and which relate to its environmental aspects; and • a framework for setting and reviewing environmental objectives and targets?		
	4.3	**PLANNING**		
5.	4.3.1	**Environmental Aspects** Has a procedure(s) been established and maintained to: • identify the environmental aspects of activities to be undertaken within the scope of the EMS that the contractor can control or can influence ; and • determine those aspects that have or can have significant impact(s) on the environment?		
6.	4.3.2	**Legal and Regulatory Requirements** Has a procedure been established to: • Identify and have access to the applicable legal requirements and other requirements to which the contractor subscribes related to its environmental aspects; and • Determine how these requirements apply to its environmental aspects?		
7.	4.3.3	**Objectives and Targets** Have documented environmental objectives and targets been established for relevant functions and levels within the organisation? Are the objectives and targets: • Where practicable, measurable; and • Consistent with the Environmental Policy and legislative requirements?		
8.	4.3.3 (cont.)	Has a programme(s) been establish that addresses the means and time-frame to achieve the environmental objectives and targets?		
	4.4	**IMPLEMENTATION AND OPERATION**		
9.	4.4.1	**Resources, Roles, Responsibility And Authority** Have specific management representative(s) been appointed with the role, responsibilities and authority for: • Ensuring that the EMS is implemented and maintained in accordance to the ISO14001; and • Reporting on the performance of the EMS for review, including recommendations for improvement to the		

		project manager?		
10.	4.4.2	**Competence, Training And Awareness** Has the contractor ensured that staff or sub-contractors associated with work identified with the potential to cause a significant environmental impact is (are) competent on the basis of appropriate education and training or experience? Are associated records available?		
11.	4.4.2 (cont.)	Has the contractor identified training needs associated with its environmental aspects and its EMS and provided training or taken other action to meet these needs? Are associated records available?		
12	4.4.2 (cont.)	Has a procedure been developed to ensure that persons working for the contractor or on its behalf are aware of: • the importance of conforming with the environmental policy, procedures and requirements of the EMS; • the significant environmental aspects and related actual/potential impacts associated with their work and the benefits of improved performance; • their roles and responsibilities in achieving conforming with the requirements of the EMS; and • the potential consequences of not following procedures?		
13.	4.4.3	**Communication** Has a procedure been developed for internal communications and receiving, documenting and responding to communication from external interested parties?		
14.	4.4.4	**Documentation** Is the level of documentation considered sufficient to describe the EMS, how its parts work together, and does it provide direction on where to obtain more detailed information on the operation of specific parts of the EMS?		
15.	4.4.5	**Control of Documents** Has a procedure been developed and maintained to: • approve documents for adequacy prior to use; • review and update as necessary and re-approve documents; • addresses the changes to the format of the documents; • ensure that changes and the current revision status of documents are identified; • ensure that relevant versions of applicable documents are available at points of use; • ensure that documents remain legible and readily identifiable; • ensure that documents of external origin necessary for planning and operation of the EMS are identified and distribution controlled; and • prevent the use of obsolete documents and suitable identification if they are retained for any purpose?		
16.	4.4.6	**Operation Control** Have operations that are associated with significant environmental aspects been identified and planned for by preparing procedures to ensure that they are carried out under specified conditions: • To control situations where their absence could lead to deviation from the environmental policy, objectives and targets; and • Stipulating operating criteria?		

17.	4.4.7	**Emergency Preparedness And Response**		
		Has a procedure been developed to identify potential emergency situations or accidents that can have an impact on the environment and does it address how to respond to them?		
		Does the procedure address the periodic testing where practicable?		
	4.5	**CHECKING**		
18.	4.5.1	**Monitoring and Measurement**		
		Has a procedure been developed to monitor and measure key operations of the project that can have a significant environmental impact?		
		Does the procedure include documenting:		
		• Information to monitor performance;		
		• The applicable operational controls; and		
		• Conformity with environmental objectives and targets?		
19.	4.5.2.	**Evaluation of Compliance**		
		Has a procedure been developed to evaluate compliance with applicable legal requirements and other requirements to which it subscribes?		
20.	4.5.3	**Non-Conformity, Corrective Action And Preventative Action**		
		Has a procedure been developed to deal with actual and potential nonconformity(s) and for taking corrective action and preventative action?		
		Does the procedure address:		
		• identifying and correcting nonconformity(s) and taking action(s) to mitigate their environmental impacts;		
		• investigating nonconformity(s), determining their cause(s) and taking actions in order to avoid their recurrence;		
		• evaluating the need for action(s) to prevent nonconformity(s) and implementing appropriate actions designed to avoid their occurrence;		
		• recording the results of corrective action(s) and preventive action(s) taken; and		
		• reviewing the effectiveness of corrective action(s) and preventive action(s) taken?		
21.	4.5.4	**Control Of Records**		
		Has a procedure been developed to establish and maintain records as necessary to determine conformity to the requirements of its EMS, ISO14001 and the results achieved?		
22.	4.5.5	**Internal Audit**		
		Are internal audits to be scheduled at defined intervals to determine whether the EMS:		
		• conforms to planned arrangements of environmental management including the requirements of ISO 14001; and		
		• is being properly maintained?		
23.	4.5.5 (cont.)	Has an audit procedures been established that address:		
		• The responsibilities and requirements for planning and conduction audits, reporting results and retaining associated records; and		
		• The determination of audit criteria, scope frequency and methods?		

	4.6	**Management Review**		
24.	4.6	Has top management, reviewed the EMS at planned intervals, to ensure its continued suitability, adequacy and effectiveness?		
25.	4.6 (cont.)	Has the management review included: • Results of internal audits; • Communications from external parties; • Environmental performance; • The extent to which objectives are targets have been met; • Status of corrective and preventative actions; • Follow up actions from previous management reviews; • Changing circumstances, including legislative changes; and • Recommendation s for improvement?		