

Iso 140012015 checklist

Manufacturing

AUDIT VERIFICATION

Full name and signature of auditor

SIGNATURE

ENVIRONMENTAL STRATEGY

Had top management defined the organization's environmental policy?

Yes

No

NA

Was the environmental policy appropriate to the nature, scale, and environmental impacts of the organization's activities, products, or services?

Yes

No

NA

Did the environmental policy include a commitment to continual improvement and prevention of pollution?

Yes

No

NA

Did the environmental policy provide a framework for setting and reviewing environmental objectives and targets?

Yes

No

NA

Was the environmental policy documented, implemented, maintained and communicated to all employees?

Yes

No

NA

Was the environmental policy made available to the public?

☐ Yes☐ No☐ NA

GENERAL INFORMATION

Had the organization established and maintained an environmental management system consistent with the requirements contained in ISO 14001?

☐ Yes☐ No☐ NA

INSPECTION AND REMEDIAL ACTION

Had the organization established and maintained documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that could have a significant impact on the environment?

☐ Yes☐ No☐ NA

Did the monitoring and measurement include the recording of information to track performance, relevant operational controls and conformance with the organization's environmental objectives and targets?

☐ Yes☐ No☐ NA

Did the organization calibrate equipment and maintain records according to the organization's procedures?

☐ Yes☐ No☐ NA

Did you notice if the organization had established and maintained a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations?

☐ Yes☐ No☐ NA

Had the organization established and maintained procedures for defining responsibility and authority for handling and investigating non conformance, taking action to mitigate any impacts caused, and for initiating and completing corrective and preventive action?

☐ Yes☐ No☐ NA

Were the corrective and preventive actions taken to eliminate the causes of actual and potential non conformances, appropriate to the magnitude or problems and commensurate with the environmental impact encountered?

☐ Yes☐ No☐ NA

Had the organization implemented and recorded any changes in the documented procedures resulting from corrective and preventive action?

☐ Yes☐ No☐ NA

Had the organization established and maintained procedures for the identification, maintenance, and disposition of environmental records, including, Training Records, the results of audits (EMS audits) and the results of reviews (Management Reviews)?

☐ Yes☐ No☐ NA

Were the organization's records legible, identifiable, and traceable to the activity, product, or service involved?

☐ Yes☐ No☐ NA

Were the environmental records stored and maintained in such a way that they were readily retrievable and protected against damage, deterioration, or loss?

☐ Yes☐ No☐ NA

Were the retention times for records established and recorded?

☐ Yes☐ No☐ NA

Were the records maintained, as appropriate to the system and to the organization, to demonstrate conformance to the requirements of this International Standard?

☐ Yes☐ No☐ NA

Had the organization established and maintained program(s) and procedure(s) for periodic environmental management system audits to be carried out in order to determine whether or not the environmental management system conformed to planned arrangements for environmental management including the requirements of this International ---Standard and has been properly implemented and maintained?

☐ Yes☐ No☐ NA

Had the organization established and maintained program(s) and procedure(s) for periodic environmental management system audits to be carried out in order to provide information on the results of audits to management?

☐ Yes☐ No☐ NA

Was the organization's audit program, including any schedule, based on the environmental importance of the activity concerned and the results of previous audits?

☐ Yes☐ No☐ NA

Did the audit procedure cover the audit scope, frequency, and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results?

☐ Yes☐ No☐ NA

MEASURES TAKEN

Did you notice if the organization had defined, documented, and communicated the roles, responsibilities, and authorities to facilitate effective environmental management?

☐ Yes☐ No☐ NA

If yes, please elaborate on the same

textarea

Were essential resources for implementation and controlling the environmental management system being provided by the management?

Yes

No

NA

Did the resources include human resources and specialized skills, technology, and financial resources? resources?

Yes

No

NA

Had the organization's top management appointed (a) specific management representative(s) who irrespective of other responsibilities, has defined roles, responsibilities, and authority to: Ensure that the environmental management system (EMS) requirements are established, implemented, and maintained in accordance with this International Standard.

Yes

No

NA

Were the training needs for all personnel whose work could create a significant impact upon the environment identified?

Yes

No

NA

If yes, please elaborate on the same

textarea

Did the organization establish and maintain procedures to make its employees aware of each relevant function?

Yes

No

NA

Were the employees aware of the importance of conformance with the environmental policy and procedures and with the requirement of the environmental management system (EMS)?

Yes

No

NA

Were the employees aware of the significance of the environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance?

☐ Yes☐ No☐ NA

Were the employees aware of their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the EMS, including emergency preparedness and response requirements?

☐ Yes☐ No☐ NA

Were the employees aware of the potential consequences of departure from a specified operating procedure?

☐ Yes☐ No☐ NA

Did the organization ensure that personnel performing tasks which could cause a significant environmental impacts were competent on the basis of appropriate education, training, and/or experience?

☐ Yes☐ No☐ NA

Regarding its environmental aspects and environmental management system, did you notice if the organization had established and maintained procedures to ensure Internal communication between the various levels and functions of the organization?

☐ Yes☐ No☐ NA

Had the organization considered its process(es) for external communication on its significant environmental aspects and recorded its decision?

☐ Yes☐ No☐ NA

Did you notice if the organization had established and maintained information in paper or electronic form to describe the core elements of the management system and their interaction?

☐ Yes☐ No☐ NA

Was a direction to related documentation provided?

☐ Yes☐ No☐ NA

Had the organization established and maintained procedures for controlling all documents required by the International Standard?

☐ Yes☐ No☐ NA

If Yes, could the same be located?

☐ Yes☐ No☐ NA

Were the documents periodically reviewed, revised as necessary, and approved for adequacy by authorized personnel?

☐ Yes☐ No☐ NA

Were the current versions of relevant documents available at all locations where operations essential to the effective functioning of the environmental management system were being performed?

☐ Yes☐ No☐ NA

Did you notice if the Obsolete documents were being promptly removed from all points of issue and points of use, or otherwise assured against unintended use?

☐ Yes☐ No☐ NA

Did you notice any obsolete documents was being retained for legal and/or knowledge preservation purposes?

☐ Yes☐ No☐ NA

Were the organization's documents legible, dated (with dates of revision), and readily identifiable, maintained in an orderly manner and retained for a specified period?

Yes

No

NA

Had the organization established and maintained procedures and responsibilities concerning the creation and modification of the various types of documents?

Yes

No

NA

Had the organization identified those operations and activities that were associated with the identified significant environmental aspects in line with its policy, objectives, and targets?

Yes

No

NA

Had the organization planned activities, including maintenance, in order to ensure that they were carried out under specified conditions by Establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets?

Yes

No

NA

Had the organization planned activities, including maintenance, in order to ensure that they were carried out under specified conditions by Stipulating operation criteria in the procedures?

Yes

No

NA

Had the organization planned activities, including maintenance, in order to ensure that they were carried out under specified conditions by Establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedure and requirements to suppliers and contractors?

Yes

No

NA

Had the organization established and maintained procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that could be associated with them?

☐ Yes☐ No☐ NA

Had the organization reviewed and revised, where necessary, its emergency preparedness and response procedure, in particular, after the occurrence of accidents or emergency situations?

☐ Yes☐ No☐ NA

OVERALL ARRANGEMENT

Had the organization established and maintained (a) procedure(s) to identify the environmental aspects of its activities, products, or services that it could control and over which it could be expected to have an influence?

☐ Yes☐ No☐ NA

Had the organization determined which of its aspects could have a significant impact on the environment?

☐ Yes☐ No☐ NA

Did you notice if the organization had ensured that its aspects and related significant impacts were considered in setting its environmental objectives?

☐ Yes☐ No☐ NA

Had the organization determined which of its aspects could have a significant impact on the environment?

☐ Yes☐ No☐ NA

Did you notice if the the organization had ensured that its aspects and related significant impacts were being considered in setting its environmental objectives?

☐ Yes☐ No☐ NA

Was the organization periodically updating information regarding its aspects and

significant impacts?

Yes

No

NA

Had the organization established and maintained a procedure to identify and have access to legal and other requirements to which the organization subscribed, that were applicable to the environmental aspects of its activities, products, or services?

Yes

No

NA

Did you notice if the organization had established and maintained documented environmental objectives and targets, at each relevant function and level within the organization?

Yes

No

NA

Had the organization, when establishing and reviewing its objectives, considered: The legal and other requirements? Its significant environmental aspects? Its significant environmental aspects? Its financial, operational, and business requirements?, The views of interested parties?

Yes

No

NA

Did you notice if the organization's objectives and targets were consistent with its environmental policy, including the commitment to the prevention of pollution?

Yes

No

NA

Was a proper environmental management program(s) properly maintained by the organization for achieving its objectives and targets?

Yes

No

NA

Did the environmental management program(s) designate responsibility for achieving objectives and targets at each relevant function and level of the organization?

Yes

No

NA

Did the environmental management program(s) define the means and timeframe by which the targets were to be achieved?

Yes

No

NA

Was the environmental management program(s) reviewed and changed when appropriate, if new or modified activities, products, or services was to be implemented in the organization?

Yes

No

NA

OVERALL REVIEW

Did the organization's top management, at intervals determined and reviewed the environmental management system to ensure its continuing suitability and effectiveness?

Yes

No

NA

Did the management review the process ensure that the necessary information was collected to allow management to carry out this evaluation?

Yes

No

NA

Were the management reviews properly documented?

Yes

No

NA

Did each management review address the possible need for changes to policy, objectives, and other elements of the environmental management system, in the light of Environment management system audit results, Changing circumstances, and The commitment to continual improvement?

Yes

No

NA