

SLOVENSKI STANDARD

PSIST EN ISO 14001

prva izdaja
februar 1997

Sistemi ravnanja z okoljem - Razčlenitev z navodili za uporabo (ISO 14001:1996)

Environmental management systems - Specification with guidance for
use (ISO 14001:1996)

Systèmes de management environnemental - Spécifications et lignes
directrices pour son utilisation (ISO 14001:1996)

Umweltmanagement-systeme - Spezifikation mit Anleitung zur
Anwendung (ISO 14001:1996)

Deskriptorji:

ICS ...

Referenčna številka
PSIST EN ISO 14001:1997 (sl,en)

Nadaljevanje na straneh od II do IV in od 2 do 35

UVOD

Standard SIST ... ima status slovenskega standarda in je

NACIONALNI PREDGOVOR

... je pripravil tehnični odbor

Ta slovenski standard je dne 1996-...-.... odobril direktor USM.

ZVEZE S STANDARDI

S prevzemom tega ... standarda veljajo naslednje zveze:

ISO
ISO

PREDHODNE IZDAJE

- JUS

OSNOVA ZA IZDAJO STANDARDARDA

- Prevzem standarda

OPOMBE

- Povsod, kjer se v besedilu standarda uporablja izraz "mednarodni standard", v SIST ... to pomeni "slovenski standard".
- Uvod in nacionalni predgovor nista sestavni del standarda.
- Slovenski standard SIST ... je identičen tudi standardu ...

ICS 13.020

Deskriptorji:

Slovenska izdaja

**Sistemi ravnanja z okoljem
Razčlenitev z navodili za uporabo
(ISO 14001:1996)**

Environmental
management systems -
Specification with
guidance for use
(ISO 14001:1996)

Systèmes de management
environnemental -
Spécifications et lignes
directrices pour son
utilisation
(ISO 14001:1996)

Umweltmanagement-
systeme - Spezifikation mit
Anleitung zur Anwendung
(ISO 14001:1996)

Ta evropski standard je sprejel CEN dne 1996-08-21. Članice CEN morajo izpolnjevati določila poslovnika CEN/CENELEC, s katerim je predpisano, da mora biti ta standard brez kakršnihkoli sprememb sprejet kot nacionalni standard.

Spiski najnovejših izdaj teh nacionalnih standardov in njihovi bibliografski podatki so na voljo pri osrednjem tajništvu ali članicah CEN.

Evropski standardi obstajajo v treh izvornih izdajah (nemški, angleški in francoski). Izdaje v drugih jezikih, ki jih članice CEN na lastno odgovornost prevedejo in izdajo ter prijavijo pri osrednjem tajništvu CEN, veljajo kot uradne izdaje.

Članice CEN so nacionalne ustanove za standardizacijo Avstrije, Belgije, Danske, Finske, Francije, Grčije, Irske, Islandije, Italije, Luksemburga, Nemčije, Nizozemske, Norveške, Portugalske, Španije, Švedske, Švice in Združenega kraljestva.

CEN

Evropski komite za standardizacijo
European Committee for Standardisation
Europäisches Komitee für Normung
Comité Européen de Normalisation

Osrednje tajništvo: Rue de Stassart 36, B-1050 Bruselj

Vsebina	Stran	Content	Page
Predgovor	2	Foreword.....	2
Uvod.....	2	Introduction.....	2
1 Predmet	7	1 Scope	7
2 Zveza z drugimi standardi	8	2 Normative references	8
3 Definicije	8	3 Definitions.....	8
4 Zahteve sistema ravnanja z okoljem	10	4 Environmental management systems requirements.....	10
4.1 Splošno.....	10	4.1 General requirements.....	10
4.2 Politika do okolja	10	4.2 Environmental policy	10
4.3 Planiranje.....	11	4.3 Planning.....	11
4.3.1 Okoljski vidiki.....	11	4.3.1 Environmental aspects	11
4.3.2 Zakonske in druge zahteve	11	4.3.2 Legal and other requirements	11
4.3.3 Okvirni in izvedbeni cilji	11	4.3.3 Objectives and targets.....	11
4.3.4 Program(i) ravnanja z okoljem.....	12	4.3.4 Environmental management programme(s)	12
4.4 Uvajanje in delovanje.....	12	4.1 Implementation and operation.....	12
4.4.1 Struktura in odgovornost.....	12	4.4.1 Structure and responsibility.....	12
4.4.2 Usposabljanje, zavedanje in usposobljenost.....	13	4.4.2 Training, awareness and competence	13
4.4.3 Komuniciranje.....	14	4.4.3 Communication	14
4.4.4 Dokumentacija sistema ravnanja z okoljem.....	14	4.4.4 Environmental management system documentation.....	14
4.4.5 Obvladovanje dokumentov.....	14	4.4.5 Document control.....	14
4.4.6 Obvladovanje delovanja	15	4.4.6 Operational control.....	15
4.4.7 Pripravljenost in odziv na izredne razmere	15	4.4.7 Emergency preparedness and response.....	15
4.5 Preverjanje in korektivni ukrepi.....	16	4.5 Checking and corrective actions.....	16
4.5.1 Spremljanje in merjenje.....	16	4.5.1 Monitoring and measurement	16
4.5.2 Neskladnosti ter korektivni in preventivni ukrepi.....	16	4.5.2 Nonconformance and corrective and preventive action.....	16
4.5.3 Zapisi	17	4.5.3 Records.....	17
4.5.4 Presoja sistema ravnanja z okoljem.....	17	4.5.4 Environmental management system audit.....	17
4.6 Vodstveni pregled.....	18	4.6. Management review	18

Dodatki

A Navodila za uporabo	19
B Povezave med ISO 14001 in ISO 9001	30
A Literatura.....	35

Annexes

A Guidance on the use of the specification	19
B Links between ISO 14001 and ISO 9001.....	30
A Bibliography.....	35

Predgovor

ISO (Mednarodna organizacija za standardizacijo) je svetovna zveza nacionalnih organov (članic ISO). Priprava mednarodnih standardov običajno poteka v tehničnih odborih ISO. Vsaka članica, ki želi delovati na določenem področju, za katero je ustanovljen tehnični odbor, ima pravico biti zastopana v tem odboru. Pri delu sodelujejo tudi vladne in nevladne mednarodne organizacije, povezane z ISO.

Osnutki mednarodnih standardov, ki jih sprejemajo tehnični odbori, se pošiljajo vsem članicam v glasovanje. Za izdajo mednarodnih standardov je potrebno glasovanje 75 % vseh članov.

Mednarodni standard ISO 14001 je pripravil tehnični odbor ISO/TC 207 Ravnanje z okoljem, SC 1 Sistemi ravnanja z okoljem.

Dodatki A, B in C tega standarda so le informativni.

Uvod

Organizacije vseh vrst si vse bolj prizadevajo doseči in izkazovati ustrezen odnos do okolja, tako da obvladujejo vplive svojih dejavnosti, proizvodov ali storitev na okolje, pri čemer upoštevajo svojo politiko do okolja in okvirne okoljske cilje. To počnejo v skladu z vse ostrejšo zakonodajo, razvojem gospodarske politike in drugimi ukrepi, ki spodbujajo varstvo okolja, pa tudi zaradi vse večjega zanimanja in zaskrbljenosti zainteresiranih strank za probleme okolja in trajnostnega razvoja.

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.

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.

International Standard ISO 14001 was prepared by Technical Committee ISO/TC 207, *Environmental management*, Subcommittee SC1, *Environmental management systems*.

Annexes A, B and C of this International Standard are for information only.

Introduction

Organizations of all kinds are increasingly concerned to achieve and demonstrate sound environmental performance by controlling the impact of their activities, products or services on the environment, taking into account their environmental policy and objectives. They do so in the context of increasingly stringent legislation, the development of economic policies and other measures to foster environmental protection, and a general growth of concern from interested parties about environmental matters including sustainable development.

Mnogo organizacij je že izvedlo okoljske "preglede" ali "presoje", s katerimi so ocenile svoj način ravnanja z okoljem. Ti "pregledi" ali "presoje" same po sebi ne dajejo zadostnega zagotovila, da način organizacije ne le izpolnjuje zahteve, ki izhajajo iz zakonodaje, in njene politike, temveč da bo organizacija te zahteve tudi stalno izpolnjevala. Presoje oziroma pregledi so lahko učinkoviti le, če jih organizacija opravlja v sklopu strukturiranega sistema vodenja in so vključene v vse dejavnosti vodenja.

Mednarodni standardi ravnanja z okoljem naj bi organizacijam priskrbeli elemente učinkovitega sistema ravnanja z okoljem, ki jih je mogoče povezati z drugimi zahtevami vodenja, tako da organizacijam pomagajo doseči tako okoljske kot tudi gospodarske cilje. Namen teh standardov tako kot tudi drugih mednarodnih standardov ni ustvarjati netarifnih trgovinskih ovir ali povečati ali spreminjati zakonske obveznosti organizacije.

Ta mednarodni standard podrobno določa zahteve takega sistema ravnanja z okoljem. Standard je bil pripravljen tako, da ga je mogoče uporabiti v organizacijah vseh vrst in velikosti ter prilagoditi različnim zemljepisnim, kulturnim in družbenim razmeram. Zasnova pristopa je prikazana na sliki 1. Uspeh sistema je odvisen od zavezanosti na vseh ravneh in funkcijah, še posebno najvišjega vodstva. Sistem te vrste omogoča organizaciji, da vzpostavi in presodi postopke, s katerimi določi politiko do okolja in okvirne cilje, dosega njihovo izpolnjevanje ter to dokaže tudi drugim. Končni cilj tega mednarodnega standarda je podpreti varovanje okolja ter preprečevanje onesnaževanja v ravnovesju z družbenogospodarskimi potrebami. Treba je poudariti, da je mogoče obdelati več zahtev vzporedno ali pa jih kadarkoli ponovno obravnavati.

Med to razčlenitvijo, ki opisuje zahteve za certifikacijo/registracijo sistema ravnanja z

Many organizations have undertaken environmental "reviews" or "audits" to assess their environmental performance. On their own, however, these "reviews" and "audits" may not be sufficient to provide an organization with the assurance that its performance not only meets, but will continue to meet, its legal and policy requirements. To be effective they need to be conducted within a structured management system and integrated with overall management activity.

International Standards covering environmental management are intended to provide organizations with the elements of an effective environmental management system which can be integrated with other management requirements, to assist organizations to achieve environmental and economic goals. These Standards, like other International Standards, are not intended to be used to create non-tariff trade barriers or to increase or change an organization's legal obligations.

This International Standard specifies the requirements of such an environmental management system. It has been written to be applicable to all types and sizes of organizations and to accommodate diverse geographical, cultural and social conditions. The basis of the approach is shown in figure 1. The success of the system depends on commitment from all levels and functions, especially from top management. A system of this kind enables an organization to establish, and assess the effectiveness of, procedures to set an environmental policy and objectives, achieve conformance with them, and demonstrate such conformance to others. The overall aim of this International Standard is to support environmental protection and prevention of pollution in balance with socio-economic needs. It should be noted that many of the requirements may be addressed concurrently or revisited at any time.

There is an important distinction between this specification which describes the

okoljem v organizaciji in/ali za izdajo lastne izjave o izpolnjevanju zahtev standarda, ter vodilom, po katerem certifikacija ni mogoča in ki naj zagotavlja organizaciji splošno pomoč pri uvajanju ali izboljševanju sistema ravnanja z okoljem, obstaja pomembna razlika. Ravnanje z okoljem zajema celo vrsto vprašanj in vključuje tudi strateške in konkurenčne naloge. Dokaz uspešnega uvajanja tega mednarodnega standarda lahko organizacija uporabi kot zagotovilo zainteresiranim strankam, da ima vzpostavljen primeren sistem ravnanja z okoljem.

Navodila o spremljajočih tehnikah varovanja okolja bodo vključevali drugi mednarodni standardi.

Ta mednarodni standard vsebuje samo tiste zahteve, ki jih je mogoče objektivno presojati za pridobitev certifikacije/registracije in/ali izdajo lastne izjave o izpolnjevanju zahtev standarda. Organizacije, ki potrebujejo splošnejšo pomoč pri vprašanjih sistema ravnanja z okoljem, naj uporabijo standard ISO 14004, Sistemi ravnanja z okoljem - Splošne smernice za načela, sisteme in dodatne spremljajoče tehnike".

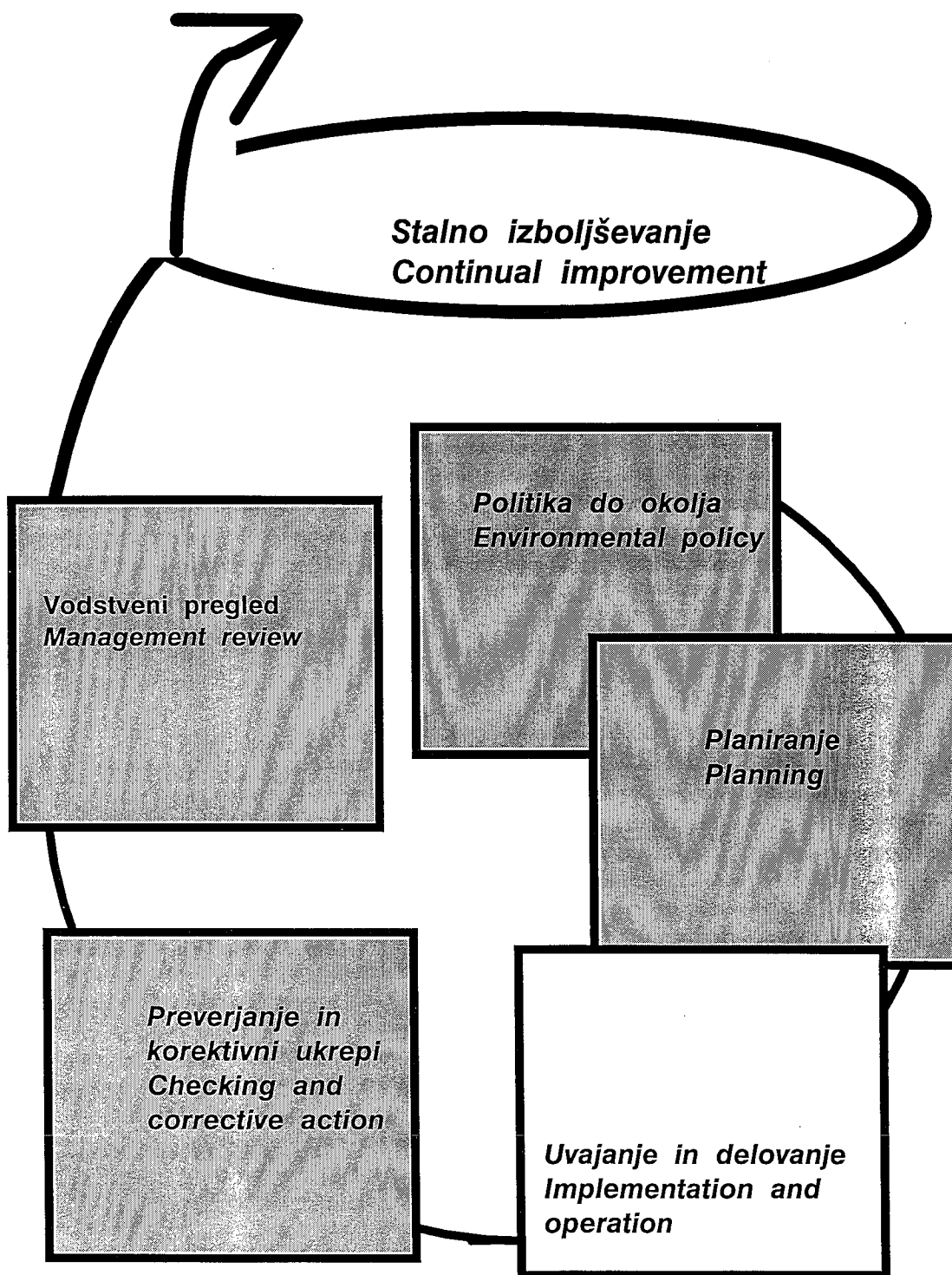
Poudariti je treba, da ta mednarodni standard ne postavlja absolutnih zahtev za način ravnanja z okoljem, ki bi presegle zahteve po v politiki do okolja izraženi zavezanosti k izpolnjevanju zahtev zakonodaje in predpisov ter stalnemu izboljševanju. To pomeni, da sta lahko organizaciji spodobno dejavnostjo, toda različnim načinom ravnanja z okoljem usklajeni z zahtevami standarda.

requirements for certification/registration and/or self-declaration of an organization's environmental management system and a non-certifiable guideline intended to provide generic assistance to an organization for implementing or improving an environmental management system. Environmental management encompasses a full range of issues including those with strategic and competitive implications. Demonstration of successful implementation of this International Standard can be used by an organization to assure interested parties that an appropriate environmental management system is in place.

Guidance on supporting environmental management techniques will be contained in other International Standards.

This International Standard contains only those requirements that may be objectively audited for certification/registration purposes and/or self-declaration purposes. Those organizations requiring more general guidance on a broad range of environmental management system issues should refer to ISO 14004:1996, *Environmental management systems - General guidelines on principles, systems and supporting techniques*.

It should be noted that this International Standard does not establish absolute requirements for environmental performance beyond commitment, in the policy, to compliance with applicable legislation and regulations and to continual improvement. Thus, two organizations carrying out similar activities but having different environmental performance may both comply with its requirements.



Slika 1: Model sistema ravnanja z okoljem
Figure 1 - Environmental management system model for this International Standard

Prevzem in izvajanje vrste tehnik okoljskega vodenja na sistematičen način lahko pripomoreta k najugodnejšemu izidu za vse zainteresirane stranke. Vendar pa prevzem tega mednarodnega standarda sam po sebi ne zagotavlja najugodnejšega izida za okolje. Da bi dosegli okvirne okoljske cilje, mora sistem ravnanja z okoljem spodbujati organizacije, da pretehtajo uvedbo najboljših tehnologij, ki so na voljo, če je to gospodarno. Dodatno je treba popolnoma upoštevati stroškovno učinkovitost take tehnologije.

Ta mednarodni standard ne namerava zajeti in ne vsebuje zahtev za urejanje varnosti in zdravja pri delu, vendar organizacije, ki želi te elemente vključiti v svoj sistem vodenja, tudi ne odvraca od teh namenov. Kljub temu pa se bo proces certifikacije/registracije nanašal samo na vidike sistema ravnanja z okoljem.

Ta mednarodni standard temelji na istih načelih vodenja kot družina standardov ISO 9000, ki obravnavajo sisteme kakovosti. Organizacije se lahko odločijo, da bodo kot podlago za postavitve sistema ravnanja z okoljem uporabile obstoječ sistem vodenja, ki ustreza zahtevam zadevnega standarda iz skupine ISO. Treba pa je razumeti, da se lahko razni elementi sistema vodenja zaradi različnih namenov in različnih zainteresiranih strank različno uporabljajo. Medtem ko so sistemi vodenja kakovosti namenjeni obvladovanju (ali izpolnjevanju) kupčevih zahtev, pokrivajo sistemi ravnanja z okoljem potrebe širokega spektra zainteresiranih strank in razvijajoče potrebe družbe po varstvu okolja.

Zahtev sistema ravnanja z okoljem, ki so opredeljene v tem standardu, ni treba vzpostaviti neodvisno od obstoječih elementov sistema vodenja. V nekaterih primerih bo mogoče izpolniti zahteve s prilagoditvijo obstoječih elementov sistema vodenja.

The adoption and implementation of a range of environmental management techniques in a systematic manner can contribute to optimal outcomes for all interested parties. However, adoption of this International Standard will not in itself guarantee optimal environmental outcomes. In order to achieve environmental objectives, the environmental management system should encourage organizations to consider implementation of the best available technology, where appropriate and where economically viable. In addition, the cost effectiveness of such technology should be fully taken into account.

This International Standard is not intended to address, and does not include requirements for, aspects of occupational health and safety management; however, it does not seek to discourage an organization from developing integration of such management system elements. Nevertheless, the certification/registration process will only be applicable to aspects of the environmental management system.

This International Standard shares common management system principles with the ISO 9000 series of quality system Standards. Organizations may elect to use an existing management system consistent with the ISO 9000 series as a basis for its environmental management system. It should be understood, however, that the application of various elements of the management system may differ due to different purposes and different interested parties. While quality management systems deal with customer needs, environmental management systems address the needs of a broad range of interested parties and the evolving needs of society for environmental protection.

The environmental management system requirements specified in this International Standard do not need to be established independently of existing management system elements. In some cases, it will be possible to comply with the requirements by adapting existing management system elements.

Sistemi ravnanja z okoljem - Razčlenitev z navodili za uporabo

1 Predmet

Ta mednarodni standard opredeljuje zahteve za sistem ravnanja z okoljem, ki omogoča organizaciji, da izdela politiko in okvirne cilje, s tem da upošteva zakonske zahteve in informacije o pomembnih vplivih na okolje. Nanaša se na tiste okoljske vidike, ki jih organizacija lahko obvladuje in na katere lahko vpliva. Sam po sebi pa ta standard ne postavlja meril za način ravnanja z okoljem.

Ta mednarodni standard je uporaben v vsaki organizaciji, ki želi

- a) izvajati, vzdrževati in izboljševati sistem ravnanja z okoljem;
- b) dokazati sama sebi, da njeno ravnanje ustreza politiki do okolja, ki jo je organizacija določila;
- c) prikazati tako ustreznost drugim;
- d) pridobiti certifikacijo/registracijo za svoj sistem ravnanja z okoljem pri zunanji organizaciji;
- e) sprejeti lastno odločitev in izdati lastno izjavo o izpolnjevanju standarda.

Vse zahteve standarda naj bi bilo mogoče vključiti v katerikoli sistem ravnanja z okoljem. Obseg uporabe je odvisen od takih dejavnikov, kot so politika organizacije do okolja, narave dejavnosti organizacije in razmer, v katerih deluje. Ta mednarodni standard daje informativno tudi navodila za uporabo v dodatku A.

Environmental management systems - Specification with guidance for use

1 Scope

This International Standard specifies requirements for an environmental management system, to enable an organization to formulate a policy and objectives taking into account legislative requirements and information about significant environmental impacts. It applies to those environmental aspects which the organization can control and over which it can be expected to have an influence. It does not itself state specific environmental performance criteria.

This International Standard is applicable to any organization that wishes to

- a) implement, maintain and improve an environmental management system
- b) assure itself of its conformance with its stated environmental policy
- c) demonstrate such conformance to others
- d) seek certification/registration of its environmental management system by an external organization
- e) make a self-determination and self-declaration of conformance with this International Standard

All the requirements in this International Standard are intended to be incorporated into any environmental management system. The extent of the application will depend on such factors as the environmental policy of the organization, the nature of its activities and the conditions in which it operates. This International Standard also provides, in annex A, informative guidance on the use of the specification.