



SLOVENSKI STANDARD
SIST EN ISO 14031:2002
01-december-2002

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Environmental management - Environmental performance evaluation - Guidelines (ISO 14031:1999)

Umweltmanagement - Umweltleistungsbewertung - Leitlinien (ISO 14031:1999)

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Management environnemental - Evaluation de la performance environnementale - Lignes directrices (ISO 14031:1999)

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ICS:

13.020.10 Ravnanje z okoljem Environmental management

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EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN ISO 14031

November 1999

ICS 13.020

English version

Environmental management - Environmental performance evaluation - Guidelines (ISO 14031:1999)

Management environnemental - Evaluation de la
performance environnementale - Lignes directrices (ISO
14031:1999)

Umweltmanagement - Umwelleistungsbewertung -
Leitlinien (ISO 14031:1999)

This European Standard was approved by CEN on 15 November 1999.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

Central Secretariat: rue de Stassart, 36 B-1050 Brussels

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EN ISO 14031:1999

Foreword

The text of the International Standard ISO 14031:1999 has been prepared by Technical Committee ISO/TC 207 "Environmental management" in collaboration with the CEN/CS.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by May 2000, and conflicting national standards shall be withdrawn at the latest by May 2000.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

Endorsement notice

The text of the International Standard ISO 14031:1999 was approved by CEN as a European Standard without any modification.

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INTERNATIONAL STANDARD

ISO 14031

First edition
1999-11-15

Environmental management — Environmental performance evaluation — Guidelines

*Management environnemental — Évaluation de la performance
environnementale — Lignes directrices*

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ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 734 10 79
E-mail copyright@iso.ch
Web www.iso.ch

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ISO 14031:1999(E)**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 3.

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 International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 14031 was prepared by Technical Committee ISO/TC 207, *Environmental management*, Subcommittee SC 4, *Environmental performance evaluation*.

Annex A of this International Standard is for information only.

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Introduction

Many organizations are seeking ways to understand, demonstrate and improve their environmental performance. This can be achieved by effectively managing those elements of their activities, products and services that can significantly impact the environment.

Environmental performance evaluation (EPE), the subject of this International Standard, is an internal management process and tool designed to provide management with reliable and verifiable information on an ongoing basis to determine whether an organization's environmental performance is meeting the criteria set by the management of the organization.

An organization with an environmental management system in place should assess its environmental performance against its environmental policy, objectives, targets and other environmental performance criteria. When an organization does not have an environmental management system, EPE can assist the organization in:

- identifying its environmental aspects;
- determining which aspects it will treat as significant;
- setting criteria for its environmental performance; and
- assessing its environmental performance against these criteria.

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This International Standard (ISO 14031) supports the requirements in ISO 14001 and the guidance in ISO 14004 (see Bibliography), but it may also be used independently.

EPE and environmental audits help the management of an organization to assess the status of its environmental performance and to identify areas for improvement as needed. EPE is an ongoing process of collection and assessment of data and information to provide a current evaluation of performance, as well as performance trends over time. In contrast, environmental audits are conducted periodically to verify conformance to defined requirements. Further guidance on environmental auditing is provided in ISO 14010 and ISO 14011 (see Bibliography).

Examples of other tools that management can use to provide additional information for EPE include environmental reviews and life cycle assessment (LCA). While EPE focuses on describing the environmental performance of an organization, LCA is a technique for assessing the environmental aspects and potential impacts associated with product and service systems. Further guidance on LCA is provided in ISO 14040, ISO 14041, ISO 14042 and ISO 14043 (see Bibliography). Relevant information derived from these and other data sources can support the implementation of EPE, as well as the implementation of other management tools.

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Environmental management — Environmental performance evaluation — Guidelines

1 Scope

This International Standard gives guidance on the design and use of environmental performance evaluation within an organization. It is applicable to all organizations, regardless of type, size, location and complexity.

This International Standard does not establish environmental performance levels. It is not intended for use as a specification standard for certification or registration purposes or for the establishment of any other environmental management system conformance requirements.

2 Terms and definitions

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

2.1 environment

surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

NOTE Surroundings in this context extend from within an organization to the global system.

[ISO 14001:1996]

2.2 environmental aspect

element of an organization's activities, products or services that can interact with the environment

NOTE A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

[ISO 14001:1996]

2.3 environmental condition indicator

ECI
specific expression that provides information about the local, regional, national or global condition of the environment

NOTE "Regional" may refer to a state, a province, or a group of states within a country, or it may refer to a group of countries or a continent, depending on the scale of the condition of the environment that the organization chooses to consider.

2.4 environmental impact

any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services

[ISO 14001:1996]

ISO 14031:1999(E)**2.5
environmental management system
EMS**

the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy

[ISO 14001:1996]

**2.6
environmental objective**

overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable

[ISO 14001:1996]

**2.7
environmental performance**

results of an organization's management of its environmental aspects

NOTE 1 Environmental performance is defined differently in this International Standard than in ISO 14001:1996 and ISO 14004:1996.

NOTE 2 In the context of environmental management systems, results may be measured against the organization's environmental policy, objectives and targets.

**2.8
environmental performance criterion**

environmental objective, target, or other intended level of environmental performance set by the management of the organization and used for the purpose of environmental performance evaluation

**2.9
environmental performance evaluation
EPE**

process to facilitate management decisions regarding an organization's environmental performance by selecting indicators, collecting and analysing data, assessing information against environmental performance criteria, reporting and communicating, and periodically reviewing and improving this process

**2.10
environmental performance indicator
EPI**

specific expression that provides information about an organization's environmental performance

**2.10.1
management performance indicator
MPI**

environmental performance indicator that provides information about the management efforts to influence an organization's environmental performance

**2.10.2
operational performance indicator
OPI**

environmental performance indicator that provides information about the environmental performance of an organization's operations

**2.11
environmental policy**

statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets

[ISO 14001:1996]

2.12**environmental target**

detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

[ISO 14001:1996]

2.13**interested party**

individual or group concerned with or affected by the environmental performance of an organization

[ISO 14001:1996]

2.14**organization**

company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration

NOTE For organizations with more than one operating unit, a single operating unit may be defined as an organization.

[ISO 14001:1996]

3 Environmental performance evaluation**3.1 General overview**

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3.1.1 EPE process model

Environmental performance evaluation (EPE) is an internal management process that uses indicators to provide information comparing an organization's past and present environmental performance with its environmental performance criteria. EPE, as detailed in this International Standard, follows a "Plan-Do-Check-Act" management model. The steps of this ongoing process are the following:

a) Plan

- 1) planning EPE;
- 2) selecting indicators for EPE (the process of selecting indicators may include both choosing from existing indicators and developing new indicators).

b) Do

Using data and information which includes:

- 1) collecting data relevant to the selected indicators;
- 2) analysing and converting data into information describing the organization's environmental performance;
- 3) assessing information describing the organization's environmental performance in comparison with the organization's environmental performance criteria;
- 4) reporting and communicating information describing the organization's environmental performance.

c) Check and Act

Reviewing and improving EPE.