
**Sistemi ravnanja z okoljem – Zahteve z navodili za uporabo
(ISO 14001:2004)**

Environmental management systems – Requirements with guidance for use
(ISO 14001:2004)

Systèmes de management environnemental – Exigences et lignes directrices
pour son utilisation (ISO 14001:2004)

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Umweltmanagementsysteme – Anforderungen mit Anleitung zur Anwendung
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NACIONALNI UVOD

Standard SIST EN ISO 14001 (sl), Sistemi ravnanja z okoljem – Zahteve z navodili za uporabo, 2005, ima status slovenskega standarda in je istoveten evropskemu standardu EN ISO 14001 (en), Environmental management systems – Requirements with guidance for use (ISO 14001:2004), 2004.

NACIONALNI PREDGOVOR

Evropski standard EN ISO 14001:2004 je pripravil mednarodni tehnični odbor ISO TC 207 Ravnanje z okoljem v sodelovanju s CMC (CEN Management Center). Slovensko-angleško izdajo standarda je pripravil tehnični odbor SIST/TC UZO Upravljanje z okoljem.

Ta slovenski standard je dne 2005-05-01 sprejel SIST/TC UZO.

PREDHODNA IZDAJA

SIST EN ISO 14001:1997.

OSNOVA ZA IZDAJO STANDARDA

- Privzem standarda EN ISO 14001:2004.

OPOMBE

- Povsod, kjer se v besedilu standarda uporablja izraz »mednarodni standard«, v SIST EN ISO 14001:2005 to pomeni »slovenski standard«.
- Nacionalni uvod in nacionalni predgovor nista sestavni del standarda.
- Slovenski standard SIST EN ISO 14001:2005 je istoveten tudi standardu ISO 14001:2004.
- Ta nacionalni dokument je istoveten EN ISO 14001:2004 in je objavljen z dovoljenjem

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Slovenska izdaja

Sistemi ravnanja z okoljem – Zahteve z navodili za uporabo (ISO 14001:2004)

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Ta evropski standard je CEN sprejel dne 2004-11-13.

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STANDARD REVIEW

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Ta evropski standard obstaja v treh izvirnih izdajah (nemški, angleški in francoski). Izdaje v drugih jezikih, ki jih članice CEN na lastno odgovornost prevedejo in izdajo ter prijavijo pri centralnem sekretariatu CEN, veljajo kot uradne izdaje.

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CEN

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

Centralni sekretariat: Rue de Stassart 36, B-1050 Bruselj

PREDGOVOR

Ta standard EN ISO 14001:2004 je pripravil tehnični odbor ISO/TC 207 Ravnanje z okoljem v sodelovanju s CMC (CEN Management Center).

Ta evropski standard mora dobiti status nacionalnega standarda z objavo istovetnega besedila ali z razglasitvijo najpozneje do maja 2005. Do istega roka je treba umakniti tudi nacionalne standarde, ki so v nasprotju s tem standardom.

Ta evropski standard nadomešča EN ISO 14001:1996.

V skladu z notranjimi predpisi CEN/CENELEC morajo ta evropski standard obvezno uvesti nacionalne organizacije za standarde naslednjih držav: Avstrije, Belgije, Cipra, Češke republike, Danske, Estonije, Finske, Francije, Grčije, Irske, Islandije, Italije, Latvije, Litve, Luksemburga, Madžarske, Malte, Nemčije, Nizozemske, Norveške, Poljske, Portugalske, Slovaške, Slovenije, Španije, Švedske, Švice in Združenega kraljestva.

Razglasitvena objava

Besedilo ISO 14001:2004 je CEN odobril kot EN ISO 14001:2004 brez sprememb.

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Sistemi ravnanja z okoljem – Zahteve z navodili za uporabo

Predgovor

ISO (Mednarodna organizacija za standardizacijo) je svetovna zveza nacionalnih organov za standarde (članic ISO). Mednarodne standarde ponavadi pripravljajo tehnični odbori ISO. Vsaka članica, ki želi delovati na določenem področju, za katero je bil ustanovljen tehnični odbor, ima pravico biti zastopana v tem odboru. Pri delu sodelujejo tudi mednarodne vladne in nevladne organizacije, povezane z ISO. V vseh zadevah, ki so povezane s standardizacijo na področju elektrotehnike, ISO tesno sodeluje z Mednarodno elektrotehniško komisijo (IEC).

Osnutki mednarodnih standardov so pripravljeni v skladu s pravili, podanimi v 2. delu Direktiv ISO/IEC.

Glavna naloga tehničnih odborov je priprava mednarodnih standardov. Osnutki mednarodnih standardov, ki jih sprejemajo tehnični odbori, se pošljejo vsem članicam v glasovanje. Za izdajo mednarodnega standarda je treba pridobiti soglasje najmanj 75 odstotkov članic, ki se udeležijo glasovanja.

Opozoriti je treba na možnost, da so lahko nekateri elementi tega dokumenta predmet patentnih pravic. ISO ne prevzema odgovornosti za identifikacijo katerikoli ali vseh takih patentnih pravic.

ISO 14001 je pripravil tehnični odbor ISO/TC 207 Ravnanje z okoljem, pododbor SC1 Sistemi ravnanja z okoljem.

Ta druga izdaja razveljavlja in nadomešča prvo izdajo (ISO 14001:1996), ki je bila strokovno popravljena.

Uvod

Organizacije vseh vrst si čedalje bolj prizadevajo doseči in izkazovati ustrezen odnos do okolja, tako da obvladujejo vplive svojih dejavnosti, proizvodov in storitev na okolje skladno s svojo okoljsko politiko in okvirnimi cilji. To izvajajo v skladu s čedalje ostrejšo zakonodajo, razvojem gospodarske politike in drugimi ukrepi, ki spodbujajo varstvo okolja, in

Environmental management systems – Requirements with guidance for use

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 2.

The main task of technical committees is to prepare International Standards. 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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 14001 was prepared by Technical Committee ISO/TC 207, Environmental management, Subcommittee SC 1, Environmental management systems.

This second edition cancels and replaces the first edition (ISO 14001:1996), which has been technically revised.

Introduction

Organizations of all kinds are increasingly concerned with achieving and demonstrating sound environmental performance by controlling the impacts of their activities, products and services on the environment, consistent with their environmental policy and objectives. They do so in the context of increasingly stringent legislation, the development of economic policies and other

tudi zaradi čedalje večjega zanimanja in zaskrbljenosti zainteresiranih strank za vprašanja okolja in trajnostnega razvoja.

Mnoge organizacije so že izvedle okoljske "preglede" ali "presaže", s katerimi so ocenile svoj način ravnanja z okoljem. Ti "pregledi" ali "presaže" same po sebi ne dajejo zadostnega zagotovila, da način organizacije ne le izpolnjuje zahteve, ki izhajajo iz zakonodaje in njene politike, ampak da bo organizacija te zahteve tudi stalno izpolnjevala. Presaže oziroma pregledi so lahko učinkoviti le, če jih organizacija opravlja v sklopu strukturiranega sistema vodenja, ki je vključen v organizacijo.

Mednarodni standardi ravnanja z okoljem naj bi organizacijam priskrbeli elemente učinkovitega sistema ravnanja z okoljem (EMS), ki jih je mogoče povezati z drugimi zahtevami vodenja, tako da organizacijam pomagajo doseči tako okoljske kot tudi ekonomske cilje. Namen teh standardov tako kot tudi drugih mednarodnih standardov ni ustvarjati netarifne trgovske ovire ali povečati ali spremenljati zakonske obveznosti organizacije.

Ta mednarodni standard podrobno določa zahteve za sistem ravnanja z okoljem, ki omogoča organizaciji razviti in izvajati politiko in cilje, ki upoštevajo zakonske zahteve in informacije o pomembnih okoljskih vidikih. Uporabiti naj bi ga bilo mogoče 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 ter še posebej najvišjega vodstva. Sistem te vrste omogoča organizaciji razviti okoljsko politiko, vzpostaviti cilje in procese, da izpolni zaveze v politiki, sproži potrebne ukrepe za izboljšanje učinka ravnanja in dokaže, da sistem izpolnjuje zahteve tega mednarodnega standarda. Končni cilj tega mednarodnega standarda je podpreti varstvo okolja ter preprečevati onesnaževanje v ravnovesju z družbeno-ekonomskimi potrebami. Poudariti bi bilo treba, da je mogoče obdelati več zahtev hkrati ali pa jih kadarkoli ponovno obravnavati.

Druga izdaja tega mednarodnega standarda je osredotočena na razjasnitve prve izdaje in je tehtno upoštevala zahteve ISO 9001, da bi v korist skupnosti uporabnikov povečala združljivost obeh standardov.

measures that foster environmental protection, and increased concern expressed by interested parties about environmental matters and sustainable development.

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 that is integrated within the organization.

International Standards covering environmental management are intended to provide organizations with the elements of an effective environmental management system (EMS) that can be integrated with other management requirements and help organizations 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.

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This International Standard specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and information about significant environmental aspects. It is intended to apply to all types and sizes of organization 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 of the organization, and especially from top management. A system of this kind enables an organization to develop an environmental policy, establish objectives and processes to achieve the policy commitments, take action as needed to improve its performance and demonstrate the conformity of the system to the requirements of this International Standard. 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 can be addressed concurrently or revisited at any time.

The second edition of this International Standard is focused on clarification of the first edition, and has taken due consideration of the provisions of ISO 9001 to enhance the compatibility of the two standards for the benefit of the user community.

Zaradi lažje uporabe so podtočke točke 4 v glavnem delu tega mednarodnega standarda sorodne podtočkam v dodatku A. Na primer, 4.3.3 in A.3.3 obravnavata okvirne in izvedbene cilje ter programe, 4.5.5 in A.5.5 pa notranjo presojo. Dodatno pa dodatek B prikazuje široko tehnično povezavo med ISO 14001:2004 in ISO 9001:2000 in obratno.

Obstaja pomembna razlika med tem mednarodnim standardom, ki opisuje zahteve za sistem ravnanja z okoljem organizacije in se lahko uporabi za certifikacijo/registracijo oziroma za izdajo lastne izjave o sistemu ravnanja z okoljem v organizaciji, in vodilom, po katerem certifikacija ni mogoča in ki naj organizaciji zagotavlja splošno pomoč pri vzpostavljanju, izvajanju ali izboljševanju sistema ravnanja z okoljem. Ravnanje z okoljem zajema celo vrsto vprašanj, ki vključujejo tudi strateške in konkurenčne učinke. Dokaz uspešnega izvajanja tega mednarodnega standarda lahko organizacija uporabi kot zagotovilo zainteresiranim strankam, da ima vzpostavljen primeren sistem ravnanja z okoljem.

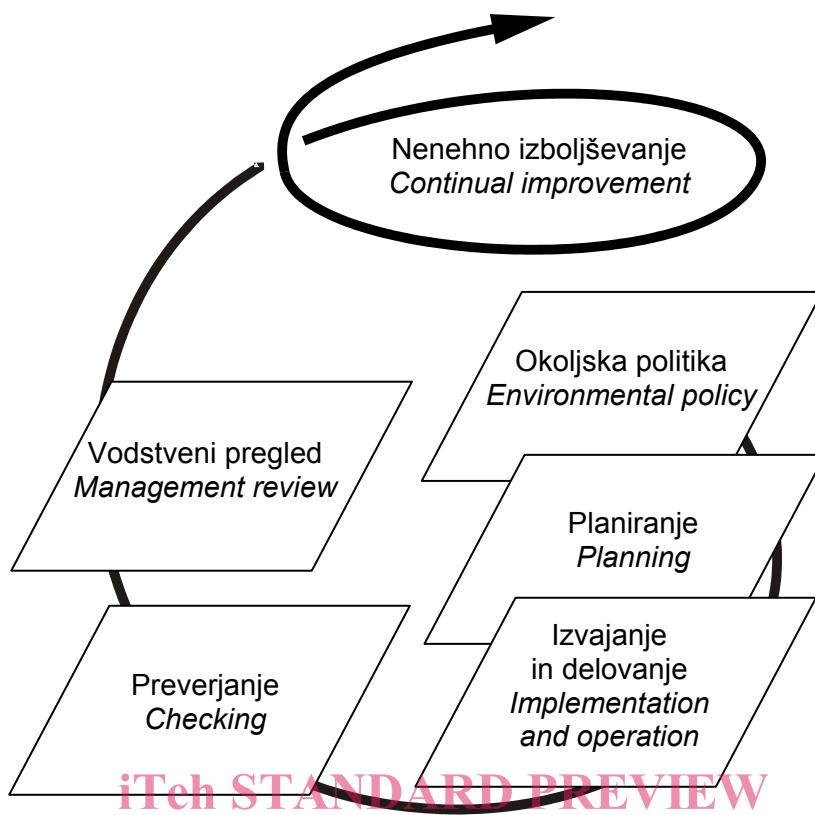
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Navodila o podpornih tehnikah ravnanja z okoljem so vključena v druge mednarodne standarde, še posebej v tiste dokumente o ravnanju z okoljem, ki jih je vzpostavil ISO/TC 207. Vsako sklicevanje na druge mednarodne standarde je samo informativno.

For ease of use, the subclause numbers in Clause 4 of the body of this International Standard and in Annex A have been related. For example, 4.3.3 and A.3.3 both deal with objectives, targets and programme(s), and 4.5.5 and A.5.5 both deal with internal audit. In addition, Annex B identifies broad technical correspondences between ISO 14001:2004 and ISO 9001:2000 and vice versa.

There is an important distinction between this International Standard, which describes the requirements for an organization's environmental management system and can be used for certification/registration and/or selfdeclaration of an organization's environmental management system, and a non-certifiable guideline intended to provide generic assistance to an organization for establishing, 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 is contained in other International Standards, particularly those on environmental management in the documents established by ISO/TC 207. Any reference to other International Standards is for information only.



OPOMBA: Ta mednarodni standard temelji na metodologiji, poznani kot »Planiraj-Izvedi-Preveri-Ukrepaj« (PDCA). PDCA se lahko na kratko opiše kot:

- Planiraj: Vzpostavi cilje in procese, ki so potrebni za doseganje rezultatov v skladu z okoljsko politiko organizacije.
- Izvedi: Izvajaj procese.
- Preveri: Nadzoruj in meri procese glede na okoljsko politiko, okvirne in izvedbene cilje, zakonske in druge zahteve ter poročaj o rezultatihi.
- Ukrepaj: Ukrepljaj tako, da se učinek sistema ravnateljstva z okoljem nenehno izboljšuje.

Veliko organizacij vodi svoje delovanje z uporabo sistema procesov in njihovih medsebojnih povezav, ki se lahko imenuje »procesni pristop«. ISO 9001 podpira uporabo procesnega pristopa. Ker je PDCA mogoče uporabiti pri vseh procesih, se šteje, da sta obe metodologiji zdravljivi.

Slika 1: Model sistema ravnateljstva z okoljem v tem mednarodnem standardu
Figure 1 – Environmental management system model for this International Standard

Ta mednarodni standard vsebuje samo tiste zahteve, ki jih je mogoče objektivno presojati. Organizacije, ki potrebujejo splošnejšo pomoč pri vprašanjih sistema ravnateljstva z okoljem, naj uporabijo standard ISO 14004.

Ta mednarodni standard ne postavlja absolutnih zahtev za učinek ravnateljstva z

NOTE

This International Standard is based on the methodology known as Plan-Do-Check-Act (PDCA). PDCA can be briefly described as follows.

- Plan: establish the objectives and processes necessary to deliver results in accordance with the organization's environmental policy.
- Do: implement the processes.
- Check: monitor and measure processes against environmental policy, objectives, targets, legal and other requirements, and report the results.
- Act: take actions to continually improve performance of the environmental management system.

Many organizations manage their operations via the application of a system of processes and their interactions, which can be referred to as the "process approach". ISO 9001 promotes the use of the process approach. Since PDCA can be applied to all processes, the two methodologies are considered to be compatible.

This International Standard contains only those requirements that can be objectively audited. Those organizations requiring more general guidance on a broad range of environmental management system issues are referred to ISO 14004.

This International Standard does not establish absolute requirements for environmental

okoljem, ki bi presegale zahteve po zavezanosti za izpolnjevanje ustreznih zakonskih zahtev in drugih zahtev, na katere je organizacija pristala, za preprečevanje onesnaževanja ter nenehno izboljševanje, izraženih v okoljski politiki. To pomeni, da sta organizaciji s podobno dejavnostjo, toda različnim učinkom ravnanja z okoljem v skladu z zahtevami standarda.

Prevzem in izvajanje več vrst tehnik ravnanja z okoljem 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 organizacije dosegle okoljske cilje, jih sistem ravnanja z okoljem lahko spodbuja, da pretehtajo uvedbo najboljših tehnik, ki so na voljo, če je to primerno in gospodarno, ter popolnoma upoštevajo stroškovno učinkovitost takih tehnik.

Ta mednarodni standard ne vključuje zahtev, specifičnih za druge sisteme vodenja, kot so na primer za kakovost, varnost in zdravje pri delu, finančno vodenje ali obvladovanje tveganj, čeprav se ti elementi lahko uskladijo ali vključijo v elemente drugih sistemov vodenja. Da bi organizacija vzpostavila sistem ravnanja z okoljem, ki izpoljuje zahteve tega mednarodnega standarda, lahko svoj(-e) obstoječi(-e) sistem(-e) vodenja prilagodi. Poudarjeno pa je, da se lahko različni elementi sistema ravnanja z okoljem, odvisno od namena in vpleteneh zainteresiranih strank, različno uporabijo.

Raven podrobnosti in celovitost sistema ravnanja z okoljem, obseg dokumentacije ter odrejeni viri so odvisni od takšnih dejavnikov, kot so obseg sistema, velikost organizacije ter narava njenih dejavnosti, proizvodov in storitev. To še posebej velja za majhna in srednje velika podjetja.

performance beyond the commitments, in the environmental policy, to comply with applicable legal requirements and with other requirements to which the organization subscribes, to prevention of pollution and to continual improvement. Thus, two organizations carrying out similar operations but having different environmental performance can both conform to its requirements.

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 can encourage organizations to consider implementation of the best available techniques, where appropriate and where economically viable, and fully take into account the costeffectiveness of such techniques.

This International Standard does not include requirements specific to other management systems, such as those for quality, occupational health and safety, financial or risk management, though its elements can be aligned or integrated with those of other management systems. It is possible for an organization to adapt its existing management system(s) in order to establish an environmental management system that conforms to the requirements of this International Standard. It is pointed out, however, that the application of various elements of the management system might differ depending on the intended purpose and the interested parties involved.

The level of detail and complexity of the environmental management system, the extent of documentation and the resources devoted to it depend on a number of factors, such as the scope of the system, the size of an organization and the nature of its activities, products and services. This may be the case in particular for small and medium-sized enterprises.

Sistemi ravnanja z okoljem – Zahteve z navodili za uporabo

1 Predmet standarda

Ta mednarodni standard določa zahteve za sistem ravnanja z okoljem, ki omogoča organizaciji razviti in izvajati politiko in cilje, ki upoštevajo zakonske zahteve in druge zahteve, na katere je organizacija pristala, ter informacije o pomembnih okoljskih vidikih. Nanaša se na tiste prepoznane okoljske vidike, ki jih organizacija lahko obvladuje in na katere lahko vpliva. Sam po sebi pa ta standard ne postavlja meril za učinek ravnanja z okoljem.

Ta mednarodni standard lahko uporabi vsaka organizacija, ki želi:

- vzpostaviti, izvajati, vzdrževati in izboljševati sistem ravnanja z okoljem;
- dokazati sama sebi, da izpolnjuje okoljsko politiko, za katero se je opredelila;
- prikazati izpolnjevanje zahtev tega mednarodnega standarda, tako da:
 - sprejme lastno odločitev in izda lastno izjavvo ali [SIST EN ISO 14001:2005](#)
 - pridobi pri strankah, ki se zanimajo za organizacijo, kot na primer odjemalec, potrditev, da izpolnjuje zahteve, ali
 - pridobi pri zunanji stranki potrditev, da izpolnjuje lastno izjavvo, ali
 - pridobi pri zunanji stranki certifikacijo/registracijo za svoj sistem ravnanja z okoljem.

Vse zahteve tega mednarodnega standarda je mogoče vključiti v katerikoli sistem ravnanja z okoljem. Obseg uporabe je odvisen od takih dejavnikov, kot so okoljska politika organizacije, narava njenih dejavnosti, proizvodov in storitev, lokacija, na kateri deluje, in razmere, v katerih deluje. V dodatku A tega mednarodnega standarda so tudi informativna navodila za njegovo uporabo.

2 Zveza z drugimi standardi

Navedene ni nobene povezave z drugimi standardi. Ta točka je vključena zato, da se ohrani enako označevanje poglavij kot v prejšnji izdaji (ISO 14001:1996).

Environmental management systems – Requirements with guidance for use

1 Scope

This International Standard specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and other requirements to which the organization subscribes, and information about significant environmental aspects. It applies to those environmental aspects that the organization identifies as those which it can control and those which it can influence. It does not itself state specific environmental performance criteria.

This International Standard is applicable to any organization that wishes to

- establish, implement, maintain and improve an environmental management system,
- assure itself of conformity with its stated environmental policy,
- demonstrate conformity with this International Standard by
 - making a self-determination and self-declaration, or
 - seeking confirmation of its conformance by parties having an interest in the organization, such as customers, or
 - seeking confirmation of its self-declaration by a party external to the organization, or
 - seeking certification/registration of its environmental management system by an external organization.

All the requirements in this International Standard are intended to be incorporated into any environmental management system. The extent of the application depends on factors such as the environmental policy of the organization, the nature of its activities, products and services and the location where and the conditions in which it functions. This International Standard also provides, in Annex A, informative guidance on its use.

2 Normative references

No normative references are cited. This clause is included in order to retain clause numbering identical with the previous edition (ISO 14001:1996).

3 Izrazi in definicije

V tem dokumentu se uporabljajo naslednji izrazi in definicije.

3.1 Presojevalec

Oseba, kompetentna za izvedbo presoje

[ISO 9000:2000, 3.9.9].

3.2 Nenehno izboljševanje

Ponavlajoč proces stopnjevanja **sistema ravnjanja z okoljem** (3.8), tako da se celoten **učinek ravnjanja z okoljem** (3.10) izboljšuje v skladu z **okoljsko politiko** (3.11) organizacije (3.16).

OPOMBA: Ni treba, da proces poteka na vseh področjih dejavnosti hkrati.

3.3 Korektivni ukrep

Ukrep, s katerim se odpravijo vzroki za ugotovljeno **neskladnost** (3.15).

3.4 Dokument

Informacija in njen nosilni medij.

OPOMBA 1: Medij je lahko papir, magnetni, elektronski ali optični računalniški disk, fotografija ali vzorčni primerek ali kombinacija navedenega.

OPOMBA 2: Prirejeno po ISO 9000:2000, 3.7.2.40284d/sist-en-ISO-14001-2005

iTeh STANDARDS REVIEW (standards.iteh.ai)

3.5 Okolje

Okolica, v kateri **organizacija** (3.16) deluje in ki vključuje zrak, vodo, tla, naravne vire, rastlinstvo, živalstvo, ljudi in njihove medsebojne odnose.

OPOMBA: Okolica se v tej zvezi razteza od notranjosti **organizacije** (3.16) do svetovnega sistema.

3.6 Okoljski vidik

Element dejavnosti ali proizvodov ali storitev **organizacije** (3.16), ki lahko součinkuje z **okoljem** (3.5).

OPOMBA: Pomemben okoljski vidik ima ali lahko ima pomemben vpliv na okolje (3.7).

3.7 Vpliv na okolje

Vsako spremenjanje **okolja** (3.5), bodisi neugodno ali ugodno, ki v celoti ali delno izvira iz **okoljskih vidikov** (3.6) **organizacije** (3.16).

3 Terms and definitions

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

3.1 auditor

person with the competence to conduct an audit

[ISO 9000:2000, 3.9.9]

3.2 continual improvement

recurring process of enhancing the **environmental management system** (3.8) in order to achieve improvements in overall **environmental performance** (3.10) consistent with the organization's (3.16) **environmental policy** (3.11)

NOTE The process need not take place in all areas of activity simultaneously.

3.3 corrective action

action to eliminate the cause of a detected nonconformity (3.15)

3.4 document

information and its supporting medium

NOTE 1 The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

NOTE 2 Adapted from ISO 9000:2000, 3.7.2.

3.5 environment

surroundings in which an organization (3.16) operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

NOTE Surroundings in this context extend from within an **organization** (3.16) to the global system.

3.6 environmental aspect

element of an organization's (3.16) activities or products or services that can interact with the environment (3.5)

NOTE A significant environmental aspect has or can have a significant environmental impact (3.7).

3.7 environmental impact

any change to the **environment** (3.5), whether adverse or beneficial, wholly or partially resulting from an **organization's** (3.16) **environmental aspects** (3.6)

3.8 Sistem ravnjanja z okoljem EMS

Del sistema vodenja **organizacije** (3.16), ki se uporablja za razvoj in izvajanje njene **okoljske politike** (3.11) ter ravnjanje z njenimi **okoljskimi vidiki** (3.6).

OPOMBA 1: Sistem vodenja je sestavljen iz serije medsebojno povezanih elementov, ki se uporabljajo za vzpostavitev politike in ciljev ter za doseganje teh ciljev.

OPOMBA 2: Sistem vodenja vključuje organizacijsko strukturo, planiranje, odgovornosti, delovne tehnike, postopke (3.19), procese in vire.

3.9 Okvirni okoljski cilj

Celovit okoljski cilj, ki si ga zastavi **organizacija** (3.16) in je v skladu z **okoljsko politiko** (3.11).

3.10 Učinek ravnjanja z okoljem

Merljivi rezultati ravnjanja z **okoljskimi vidiki** (3.6) v **organizaciji** (3.16).

OPOMBA: V sistemu **ravnjanja z okoljem** (3.8) se lahko rezultati primerjajo z **okoljsko politiko** (3.11), **organizacije** (3.16), **okvirnimi okoljskimi cilji** (3.9), **izvedbenimi okoljskimi cilji** (3.12) in drugimi zahtevami za učinek ravnjanja z okoljem.

3.11 Okoljska politika

Spološne namere in načela **organizacije** (3.16), ki se nanašajo na njen **učinek ravnjanja z okoljem** (3.10), kot jih formalno izrazi najvišje vodstvo.

OPOMBA: Okoljska politika daje okvir za delovanje in za postavitev **okvirnih okoljskih ciljev** (3.9) in **izvedbenih okoljskih ciljev** (3.12).

3.12 Izvedbeni okoljski cilj

Podrobna zahteva v zvezi z učinki, ki se nanaša na celotno **organizacijo** (3.16) ali njene dele in izhaja iz **okvirnih okoljskih ciljev** (3.9) ter jo organizacija mora postaviti in izpolniti, če želi doseči te okvirne okoljske cilje.

3.13 Zainteresirana stranka

Oseba ali skupina, ki se ukvarja z **učinkom ravnjanja z okoljem** (3.10) **organizacije** (3.16) ali je zaradi njega prizadeta.

3.14 Notranja presoja

Sistematičen, neodvisen in dokumentiran proces, s katerim se pridobijo dokazi presoje in se nepristransko ovrednotijo, da se določi obseg, v katerem so izpolnjeni kriteriji presoje

3.8 environmental management system EMS

part of an **organization's** (3.16) management system used to develop and implement its **environmental policy** (3.11) and manage its **environmental aspects** (3.6)

NOTE 1 A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives.

NOTE 2 A management system includes organizational structure, planning activities, responsibilities, practices, procedures (3.19), processes and resources.

3.9 environmental objective

overall environmental goal, consistent with the **environmental policy** (3.11), that an **organization** (3.16) sets itself to achieve

3.10 environmental performance

measurable results of an **organization's** (3.16) management of its **environmental aspects** (3.6)

NOTE In the context of **environmental management systems** (3.8), results can be measured against the organization's (3.16) **environmental policy** (3.11), **environmental objectives** (3.9), **environmental targets** (3.12) and other environmental performance requirements.

3.11 environmental policy

overall intentions and direction of an **organization** (3.16) related to its **environmental performance** (3.10) as formally expressed by top management

NOTE The environmental policy provides a framework for action and for the setting of **environmental objectives** (3.9) and **environmental targets** (3.12).

3.12 environmental target

detailed performance requirement, applicable to the **organization** (3.16) or parts thereof, that arises from the **environmental objectives** (3.9) and that needs to be set and met in order to achieve those objectives

3.13 interested party

person or group concerned with or affected by the **environmental performance** (3.10) of an **organization** (3.16)

3.14 internal audit

systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management