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EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

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November 2008

ICS 13.020.10

English Version

**Environmental management systems - Guidelines for the
phased implementation of an environmental management
system, including the use of environmental performance
evaluation (ISO/DIS 14005:2008)**

Systèmes de management environnemental - Lignes directrices pour la mise en application échelonnée d'un système de management environnemental, incluant l'utilisation d'une évaluation de performance environnementale (ISO/DIS 14005:2008)

Umweltmanagementsysteme - Anleitung für eine stufenweise Einführung eines Umweltmanagementsystems unter Einschluss der Umweltleistungsbewertung (ISO/DIS 14005:2008)

This draft European Standard is submitted to CEN members for parallel enquiry. It has been drawn up by the Technical Committee CEN/SS S26.

If this draft becomes a European Standard, 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.

This draft European Standard was established by CEN 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 CEN Management Centre has the same status as the official versions.

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COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

Management Centre: rue de Stassart, 36 B-1050 Brussels

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Foreword

This document (prEN ISO 14005:2008) has been prepared by Technical Committee ISO/TC 207 "Environmental management" in collaboration with Technical Committee CEN/SS S26 "Environmental management" the secretariat of which is held by CMC.

This document is currently submitted to the parallel Enquiry.

Endorsement notice

The text of ISO/DIS 14005:2008 has been approved by CEN as a prEN ISO 14005:2008 without any modification.

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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Environmental management systems — Guidelines for the phased implementation of an environmental management system, including the use of environmental performance evaluation

Systèmes de management environnemental — Lignes directrices pour la mise en application échelonnée d'un système de management environnemental, incluant l'utilisation d'une évaluation de performance environnementale

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The CEN Secretary-General has advised the ISO Secretary-General that this ISO/DIS covers a subject of interest to European standardization. **In accordance with the ISO-lead mode of collaboration as defined in the Vienna Agreement, consultation on this ISO/DIS has the same effect for CEN members as would a CEN enquiry on a draft European Standard.** Should this draft be accepted, a final draft, established on the basis of comments received, will be submitted to a parallel two-month FDIS vote in ISO and formal vote in CEN.

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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 14005 was prepared by Technical Committee ISO/TC 207, *Environmental management*, Subcommittee SC 1, *Environmental management systems*, in collaboration with Technical Committee CEN/SS 26.

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Introduction

The purpose of this standard is to encourage and guide organizations, especially small to medium-sized enterprises (SMEs), to develop and implement an environmental management system (EMS) that meets the requirements of ISO 14001.

Many organizations have profited from having a formal environmental management system. But many more organizations, especially small to medium-sized enterprises (SMEs), do not have such a system even though it could benefit them greatly. Taking time and money away from recognised business needs is a major step for any organization. This standard uses a phased approach to build an environmental management system that can grow, if necessary to meet the requirements of the international standard for environmental management systems, ISO 14001.

A phased approach offers several advantages. Users can readily evaluate how the time and money put into an EMS provide a return. They can see how environmental improvements help to reduce costs, improve their community relations, assist them in demonstrating compliance with environmental legal and other requirements, and help them live up to customer expectations. They can track the benefits of their EMS while they build their system step by step, adding or expanding elements as they provide value to the organization. When the scope of the EMS includes all of the organization's activities, products and services that it wishes to cover and these are addressed using all the elements of ISO 14005 to their full extent, the organization should have developed and implemented a system that meets the requirements of ISO 14001.

ISO 14001, the most widely accepted international EMS standard, is a structured approach to managing an organization's environmental matters. It is consistent with, and forms the basis of, many other regional management system approaches such as the management system requirements of the European Union's Eco-Management and Audit Scheme (EMAS), the Japanese EcoAction 21 programme and others.

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Environmental management systems — Guidelines for the phased implementation of an environmental management system, including the use of environmental performance evaluation

1 Scope

This International Standard provides guidance for all organizations, but particularly small and medium-sized enterprises, on the phased development, implementation, maintenance and improvement of an environmental management system. It also includes advice on:

- the integration and use of environmental performance evaluation techniques,
- and
- the integration of such a management system with other management systems, where appropriate.

The guidelines in this International Standard are applicable to any organization regardless of its level of development, the nature of the activities undertaken or the location at which they occur.

This standard should not be used for interpretation of ISO 14001.

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2 Normative references

For this standard no normative references apply.

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3 Terms and definition

For the purpose of this document, following terms and definitions apply,

3.1

auditor

person with the demonstrated personal attributes and competence to conduct an audit

NOTE The relevant personal attributes for an auditor are described in ISO 19011.

[ISO 9000:2005, 3.9.9]

3.2

audit findings

results of the evaluation of the collected audit evidence against audit criteria

NOTE Audit findings can indicate either conformity or nonconformity with audit criteria or opportunities for improvement.

[ISO 9000:2005, 3.9.5]

3.3**audit programme**

set of one or more audits planned for a specific time frame and directed towards a specific purpose

NOTE An audit programme includes all activities necessary for planning, organizing and conducting the audits.

[ISO 9000:2005, 3.9.2]

3.4**continual improvement**

recurring processes of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy

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

[ISO 14001:2004, 3.2]

3.5**corrective action**

action to eliminate the cause of detected nonconformity (3.15)

[ISO14001:2004, 3.3]

3.6**document**

information and its supporting medium

EXAMPLE Record, specification, procedure document, drawing, report, standard.

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

NOTE 2 A set of documents, for example specifications and records, is frequently called "documentation".

NOTE 3 Some requirements (e.g. the requirement to be readable) relate to all types of documents, however there can be different requirements for specifications (e.g. the requirement to be revision controlled) and records (e.g. the requirement to be retrievable).

[ISO 9000:2005, 3.7.2]

3.7**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 14001:2004, 3.5]

3.8**environmental aspect**

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

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

[ISO 14001:2004, 3.6]

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3.9 environmental impact
any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects

[ISO 14001:2004, 3.7]

3.10 environmental management system EMS
part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects

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, processes and resources.

[ISO 14001:2004, 3.8]

3.11 environmental objective
overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve

[ISO 14001:2004, 3.9]

3.12 environmental performance
measurable results of an organization's management of its environmental aspects

NOTE In the context of environmental management systems, results can be measured against the organization's environmental policy, environmental objectives, environmental targets and other environmental performance requirements.

[ISO 14001:2004, 3.10]

3.13 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.

[ISO 14031:1999, 2.9]

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

[ISO 14031:1999, 2.10]

3.15 environmental policy
overall intentions and direction of an organization related to its environmental performance as formally expressed by top management

NOTE The environmental policy provides a framework for action and for the setting of environmental objectives and environmental targets.

[ISO 14001:2004, 3.11]

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3.16**environmental target**

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

[ISO 14001:2004, 3.12]

3.17**interested party**

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

[ISO 14001:2004, 3.13]

3.18**internal audit**

systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled

NOTE In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.

[ISO 14001:2004, 3.14]

3.19**management performance indicator MPI**

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

[ISO 14031:1999, 2.10.1]

3.20**nonconformity**

non-fulfilment of a requirement

[ISO 9000:2005, 3.6.2]

3.21**operational performance indicator OPI**

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

[ISO 14031:1999, 2.10.2]

3.22**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 14001:2004, 3.16]

3.23**phased implementation**

Implementation in more than one phase, as determined by the users to suit their needs and resources.

NOTE Phases are likely to be delivered in a sequential way to implement the EMS.