



SLOVENSKI STANDARD
oSIST prEN ISO 14005:2009
01-november-2009

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Environmental management systems - Guidelines for the phased implementation of an environmental management system, including the use of environmental performance evaluation (ISO/DIS 14005:2009)

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Umweltmanagementsysteme - Anleitung für eine stufenweise Einführung eines Umweltmanagementsystems - Unter Einbeziehung der Umwelleistungsbewertung (ISO/DIS 14005:2009)

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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 14005:2009)

Ta slovenski standard je istoveten z: prEN ISO 14005

ICS:

13.020.10 Ravnanje z okoljem Environmental management

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EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

DRAFT
prEN ISO 14005

October 2009

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 14005:2009)**

Systèmes de management environnemental - Lignes
directrices pour la mise en application par phases d'un
système de management environnemental, incluant
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Umweltmanagementsysteme - Anleitung für eine
stufenweise Einführung eines Umweltmanagementsystems
- Unter Einbeziehung der Umweltleistungsbewertung
(ISO/DIS 14005:2009)

This draft European Standard is submitted to CEN members for second 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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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

Warning : This document is not a European Standard. It is distributed for review and comments. It is subject to change without notice and shall not be referred to as a European Standard.



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

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Contents

Page

Foreword.....3

**iTeh STANDARD PREVIEW
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[kSIST prEN ISO 14005:2010](https://standards.iteh.ai/catalog/standards/sist/ce1c766e-c82a-49c0-a75c-8820afb4db82/ksist-pren-iso-14005-2010)
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Foreword

This document (prEN ISO 14005:2009) has been prepared by Technical Committee ISO/TC 207 "Environmental management".

This document is currently submitted to the second parallel Enquiry.

Endorsement notice

The text of ISO/DIS 14005:2009 has been approved by CEN as a prEN ISO 14005:2009 without any modification.

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DRAFT INTERNATIONAL STANDARD ISO/DIS 14005.2

ISO/TC 207/SC 1

Secretariat: BSI

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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 par phases d'un système de management environnemental, incluant l'utilisation d'une évaluation de performance environnementale

ICS 13.020.10

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ISO/CEN PARALLEL PROCESSING

This draft has been developed within the International Organization for Standardization (ISO), and processed under the **ISO-lead** mode of collaboration as defined in the Vienna Agreement.

This draft is hereby submitted to the ISO member bodies and to the CEN member bodies for a parallel five-month enquiry.

Should this draft be accepted, a final draft, established on the basis of comments received, will be submitted to a parallel two-month approval vote in ISO and formal vote in CEN.

In accordance with the provisions of Council Resolution 15/1993 this document is circulated in the English language only.

Conformément aux dispositions de la Résolution du Conseil 15/1993, ce document est distribué en version anglaise seulement.

To expedite distribution, this document is circulated as received from the committee secretariat. ISO Central Secretariat work of editing and text composition will be undertaken at publication stage.

Pour accélérer la distribution, le présent document est distribué tel qu'il est parvenu du secrétariat du comité. Le travail de rédaction et de composition de texte sera effectué au Secrétariat central de l'ISO au stade de publication.

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Contents

Page

Foreword	iv
Introduction.....	v
1 Scope.....	6
2 Terms and definitions	6
3 Phased implementation process	10
3.1 General	10
3.2 The importance of support, commitment and involvement from management and staff	11
3.3 Description of the standard.....	11
3.4 The phased implementation process of an EMS	12
4 Undertaking an environment-related project to secure management support and commitment to begin the phased implementation of an EMS.....	13
4.1 Intention	13
4.2 Methodology	13
5 Elements that support the EMS	16
5.1 Environmental communications.....	16
5.2 Resources, roles, responsibility and authority	19
5.3 Competence, training and awareness.....	20
5.4 Records	21
5.5 Documentation	22
5.6 Document control.....	23
6 Developing and implementing an EMS.....	24
6.1 Identifying your significant environmental aspects	24
6.2 Identifying your legal and other requirements	26
6.3 Evaluating compliance with your legal and other requirements.....	27
6.4 Preparing and implementing an environmental policy	28
6.5 Setting objectives and targets and establishing program(s).....	29
6.6 Operational control	31
6.7 Planning for and responding to emergencies.....	33
6.8 Environmental performance evaluation including monitoring and measurement.....	34
6.9 Internal audits	36
6.10 Managing when things do not go as planned	38
6.11 Management review of progress and performance	39
Annex A (informative) Overview of activities	41
Annex B (informative) Example of implementation in 5 phases	46
Annex C (informative) Example of phased implementation in 3 phases.....	47
Annex D (informative) Example of a working EMS project.....	49
Annex E (informative) Cross Reference Table	57
Bibliography.....	60

ISO/DIS 14005.2**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 system*, in collaboration with Technical Committee CEN/SS 26.

This second/third/... edition cancels and replaces the first/second/... edition (), [clause(s) / subclause(s) / table(s) / figure(s) / annex(es)] of which [has / have] been technically revised.

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Introduction

The purpose of this standard is to encourage and guide organizations, especially small and medium-sized enterprises (SMEs), to develop and implement an environmental management system (EMS) that meets the requirements of ISO 14001[8]. The guidance does not go beyond ISO 14001[8], except for the inclusion of environmental performance evaluation.

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. This international standard uses a phased approach to implement an environmental management system that can grow, if necessary to meet the requirements of the international standard for environmental management systems, ISO 14001[8].

A phased approach offers several advantages. Users can readily evaluate how the time and money put into an EMS provides a return. They can see how environmental improvements help to reduce costs, improve their community relations, assist them in demonstrating compliance with legal and other requirements, and help them live up to customer expectations. They can track the benefits of their EMS while they implement 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 will have developed and implemented a system that meets the requirements of ISO 14001[8].

ISO 14001[8], 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.

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Environmental management system — 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,

This International Standard is 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 cannot be used for interpretation of ISO 14001[8].

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2 Terms and definitions

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

2.1 auditor

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

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

[ISO 19011:2002, 3.8]

2.2 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 19011:2002, 3.4]

2.3 audit program

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

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

[ISO 19011:2002, 3.11]

2.4

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]

2.5

corrective action

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

[ISO14001:2004, 3.3]

2.6

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 14001:2004, 3.4]

2.7

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]

2.8

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]

2.9

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]

ISO/DIS 14005.2**2.10****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]

2.11**environmental objective**

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

[ISO 14001:2004, 3.9]

2.12**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.

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[ISO 14001:2004, 3.10]

2.13**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]

2.14**environmental performance indicator EPI**

specific expression that provides information about an organization's performance

[ISO 14031:1999, 2.10]

2.15**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]

2.16**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]

2.17**interested party**

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

[ISO 14001:2004, 3.13]

2.18**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]

2.19**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]

2.20**nonconformity**

non-fulfilment of a requirement

[ISO 9000:2005, 3.6.2]

2.21**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]

2.22**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]

2.23**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.

2.24**Phase**

logical combination of steps

NOTE When implemented in an EMS, a phase is intended to lead to measurable outputs which demonstrate progress towards the successful implementation of an EMS.