SLOVENSKI STANDARD
oSIST prEN ISO 14005:2018

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Sistemi ravnanja z okoljem - Smernice za prilagodljiv pristop faznega uvajanja (ISO/DIS 14005:2018)

Environmental management systems - Guidelines for a flexible approach to phased implementation (ISO/DIS 14005:2018)

Umweltmanagementsysteme - Leitlinien für einen flexiblen Ansatz zur phasenweisen Umsetzung (ISO/DIS 14005:2018)

Systèmes de management environnemental - Lignes directrices pour une approche flexible de la mise en application par phases (ISO/DIS 14005:2018)

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Environmental management systems — Guidelines for a flexible approach to phased implementation

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

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ISO copyright office
Ch. de Blandonnet 8 • CP 401
CH-1214 Vernier, Geneva, Switzerland
Tel. +41 22 749 01 11
Fax +41 22 749 09 47
copyright@iso.org
www.iso.org

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is ISO/TC 207/SC 1.

This second edition replaces the first edition ISO 14005:2010. The whole document has been technically revised.

Introduction

Organizations face a growing number of challenges caused by a deteriorating state of the natural environment: pollution is affecting the use of water, air and land; raw materials and energy costs are becoming more volatile because of the inefficient use and scarcity of non-renweable resources; and the greenhouse gas induced rise of global temperatures and climate change lead to increased risks to infrastructures from storms, flooding and droughts.

These challenges are causing significant business impacts. As they spread across society, regulators, consumers, clients, local communities and other interested parties, want assurances from organizations that their interactions with the environment are being managed responsibly and that their activities, operations and products are not increasing the detrimental impacts.

A systematic approach to environmental management provides the means for management of business risk, but also demonstrates a high level of environmental commitment. This enables organizations to respond positively to the needs and expectations of interested parties. Business benefits of adopting a formalized environmental management system (EMS) include more efficient use of resources, lower risk of pollution and other liabilities, and better customer relations.

Many organizations already benefit from having a formalized EMS. But there are many more organizations, particularly small- and medium-sized enterprises (SMEs), that still lack a formal EMS and therefore do not reap all of the benefits that an increase in formality can bring. Formalizing, meaning to apply a systematic approach to environmental management, can help to build long term success and contribute to sustainable development. This includes protecting the environment, mitigating the potential adverse effects of environmental conditions on organizations, assisting in the fulfilment of compliance obligations, enhancing environmental performance, prevent environmental impacts from being unintentionally shifted elsewhere within the life cycle, achieving financial and operational benefits and supporting communication with relevant interested parties.

The full implementation of an EMS across the whole organisation at the same time, however, might prove difficult and often depends on availability of staff and other resources. Using a phased approach, as described in this standard, allows organizations the flexibility to develop their EMS over time depending on their specific circumstances.

A phased approach offers several advantages. Organizations can readily evaluate how the time and money put into an EMS provides a return. It can develop an EMS that meets its requirements, allowing it to implement the EMS at its own pace, depending on available human and financial resources. This approach can help organizations to see how environmental improvements can reduce costs, demonstrate legal compliance, improve community relations and live up to expectations of interested parties.

The purpose of this International Standard is to guide organizations on how to implement an EMS, using a phased approach which can be applied to ultimately meet the requirements of ISO 14001. In this International Standard each phase incorporates 6 incremental stages. The number of phases is flexible. This allows organizations to develop the scope, i.e. the activities, products and services included, and maturity, i.e. the quality, of their EMS in line with their objectives and available resources.

The phased approach, could for example, start with a project focussing on a specific environmental aspect, such as the use of energy or natural resources. A phase could also be used to address the needs of a certain interested party, such as a customer requirement, or to manage a specific environmental issue, such as demonstrating legal compliance. Over time the EMS can be expanded, going trough more phases covering a broader range of environmental aspects, or to systematically address all relevant needs and expectations of interested parties, or to improve environmental performance beyond legal compliance.

The maturity matrix provided in Annex A is a useful tool for measuring progress of EMS implementation. Measuring progress is useful to track achievements of an organization's environmental objectives and associated benefits and to ensure efficient use of an organization's resources (financial and human).

The structure of the maturity matrix incorporates a number of rows that correspond to the EMS elements, as defined in the clauses of ISO 14001:2015. The columns represent five maturity levels. Each EMS element can be developed incrementally, starting from maturity level 1 and continuing through to full maturity when level 5 is completed. At this point, the EMS element will satisfy the requirements of the respective clause in ISO 14001:2015.

An assessment sheet that supports the maturity matrix can be found on the website of ISO/TC 207/SC 1. It follows the same structure as the maturity matrix and helps organizations to determine their level of maturity for each EMS element.

The ISO/TC 207/SC 1 website also provides examples on how a company developed a full EMS using the phased approach described in this international standard.

Environmental management systems — Guidelines for a flexible approach to phased implementation

1 Scope

This International Standard provides guidance on a phased approach to establish, implement, maintain and improve an environmental management system (EMS), that organizations, including small- and medium-sized enterprises (SMEs), can adopt to enhance their environmental performance.

The phased approach, described in this International Standard, provides flexibility that allows organizations to develop their EMS at their own pace, over a number of phases, according to their own circumstances. Each phase consists of six incremental stages. The outcome with respect to EMS maturity after completion of a phase can be characterized using the five-level maturity matrix provided in Annex A.

This International Standard is applicable to any organization, including small and medium-sized enterprises (SMEs), regardless of current environmental management performance, the nature of the activities undertaken or the location at which they occur.

By using this International Standard an organization will be able to develop a system that ultimately satisfies the requirements of ISO 14001.

The guidance does not cover those elements of specific systems that go beyond ISO 14001 and it is not intended to provide interpretations of the requirements of ISO 14001.

2 Normative references

ISO 14001:2015, *Environmental management systems — Requirements with guidance for use*

3 Terms and definitions

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

3.1 Terms related to organization and leadership

3.1.1
management system
set of interrelated or interacting elements of an *organization* (3.1.4) to establish policies and *objectives* (3.2.5) and *processes* (3.3.5) to achieve those objectives

Note 1 to entry: A management system can address a single discipline or several disciplines (e.g. quality, environment, occupational health and safety, energy, financial management).

Note 2 to entry: The system elements include the organization's structure, roles and responsibilities, planning and operation, performance evaluation and improvement.

Note 3 to entry: The scope of a management system can include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

[SOURCE: ISO 14001:2015, 3.1.1]

3.1.2
environmental management system
part of the *management system* (3.1.1) used to manage *environmental aspects* (3.2.2), fulfil *compliance obligations* (3.2.9), and address *risks and opportunities* (3.2.11)

[SOURCE: ISO 14001:2015, 3.1.2]

3.1.3
environmental policy
intentions and direction of an *organization* (3.1.4) related to *environmental performance* (3.4.11), as formally expressed by its *top management* (3.1.5)

[SOURCE: ISO 14001:2015, 3.1.3]

3.1.4
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.2.5)

Note 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

[SOURCE: ISO 14001:2015, 3.1.4]

3.1.5
top management
person or group of people who directs and controls an *organization* (3.1.4) at the highest level

Note 1 to entry: Top management has the power to delegate authority and provide resources within the organization.

Note 2 to entry: If the scope of the *management system* (3.1.1) covers only part of an organization, then top management refers to those who direct and control that part of the organization.

[SOURCE: ISO 14001:2015, 3.1.5]

3.1.6
interested party
person or *organization* (3.1.4) that can affect, be affected by, or perceive itself to be affected by a decision or activity

EXAMPLE Customers, communities, suppliers, regulators, non-governmental organizations, investors and employees.

Note 1 to entry: To "perceive itself to be affected" means the perception has been made known to the organization.

[SOURCE: ISO 14001:2015, 3.1.6]

3.2 Terms related to planning

3.2.1
environment
surroundings in which an *organization* (3.1.4) operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships

Note 1 to entry: Surroundings can extend from within an organization to the local, regional and global system.

Note 2 to entry: Surroundings can be described in terms of biodiversity, ecosystems, climate or other characteristics.

[SOURCE: ISO 14001:2015, 3.2.1]

3.2.2
environmental aspect
element of an *organization's* (3.1.4) activities or products or services that interacts or can interact with the *environment* (3.2.1)

Note 1 to entry: An environmental aspect can cause (an) *environmental impact(s)* (3.2.4). A significant environmental aspect is one that has or can have one or more significant environmental impact(s).

Note 2 to entry: Significant environmental aspects are determined by the organization applying one or more criteria.

[SOURCE: ISO 14001:2015, 3.2.2]

3.2.3
environmental condition
state or characteristic of the *environment* (3.2.1) as determined at a certain point in time

[SOURCE: ISO 14001:2015, 3.2.3]

3.2.4
environmental impact
change to the *environment* (3.2.1), whether adverse or beneficial, wholly or partially resulting from an *organization's* (3.1.4) *environmental aspects* (3.2.2)

[SOURCE: ISO 14001:2015, 3.2.4]

3.2.5
objective
result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

Note 2 to entry: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product, service and *process* (3.3.5)).

Note 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as an *environmental objective* (3.2.6), or by the use of other words with similar meaning (e.g. aim, goal, or target).

[SOURCE: ISO 14001:2015, 3.2.5]

3.2.6
environmental objective
objective (3.2.5) set by the *organization* (3.1.4) consistent with its *environmental policy* (3.1.3)

[SOURCE: ISO 14001:2015, 3.2.6]

3.2.7
prevention of pollution
use of *processes* (3.3.5), practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse *environmental impacts* (3.2.4)

Note 1 to entry: Prevention of pollution can include source reduction or elimination; process, product or service changes; efficient use of resources; material and energy substitution; reuse; recovery; recycling, reclamation; or treatment.

[SOURCE: ISO 14001:2015, 3.2.7]