

AUDIT CHECKLIST

4.3 PLANNING

4.3.1 ENVIRONMENTAL ASPECTS

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: **YES NO**

4.3.1 The organization shall establish, implement and maintain a **procedure(s)**

	Conforms (Y/N)
a) to identify the environmental aspects of its activities, products and services <i>within the defined scope of the environmental management system</i> that it can control and those that it can influence taking into account <i>planned or new developments</i> , or new or modified activities, products and services, and	
b) to determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects) <i>The organization shall document this information and keep it up to date.</i>	
The organization shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.	

DOCUMENT REVIEW

<ul style="list-style-type: none"> <input type="checkbox"/> <u>Procedure(s) to identify aspects, as well as significant aspects and impacts:</u> Look for evidence that this procedure was followed (e.g., worksheets, checklist, committee notes). <input type="checkbox"/> List of aspects, impacts, and significant aspects. <input type="checkbox"/> Criteria for determining significant impacts.

EMS LINKS:

- Objectives, Targets and Programs
- Competence, Training and Awareness
- Communications
- Operational Control
- Monitoring and Measurement
- Management Review

Supplemental Questions by Function

Note: Shaded sections typically apply only to the initial EMS development.

4.3.1 Environmental Aspects:		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	What role did you play in the Division's identification of environmental aspects and significant impacts?	
b.	What is your involvement in the review and revision process for aspects and impacts?	
c.	In your opinion, what are the most significant aspects resulting from your Division's operations?	
d.	How are they monitored?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Who was involved in the identification of the environmental aspects?	
b.	How is the list of aspects kept current?	
c.	Describe the review and revision process.	
d.	What criteria are used to determine what constitutes a "significant" aspect/impact?	
e.	Was outside input sought in the process of aspect determination?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	In your opinion, what are the most significant environmental aspects related to you section?	
b.	How are these aspects monitored and documented?	
c.	Do you have a current list of the environmental aspects/impacts?	
d.	How are significant aspects considered in the process of setting environmental objectives?	

Supplemental Questions by Function (cont.)

4.3.1 Environmental Aspects:		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	Did you play a role in identifying significant environmental aspects of your job?	
b.	What do you think the most significant environmental consequence of your job is?	
c.	What, if any, are the goals (objectives/targets) for environmental improvement within the scope of your job?	
d.	What could you personally do to help offset any adverse environmental impacts from your job?	
e.	Do you feel that you have ever been encouraged to report environmental concerns? (C/PARs)	

NOTES: