



TOPCERTIFIER

Governance, Risk & Compliance Consultants

ISO 14001 GAP ANALYSIS TEMPLATE



INTRODUCTION:

This is a simplified ISO 14001 Gap Analysis Checklist from TopCertifier to assist your organization in identifying areas that may need improvements to align with ISO 14001 standards. This checklist serves as an initial step in evaluating your Environmental Management System (EMS) compliance:

SECTION 1: POLICY AND LEADERSHIP COMMITMENT

- Is there clear leadership commitment to the policy and ISO 14001 compliance?
- Are roles, responsibilities, and authorities regarding 14001 communicated?
- Is the environmental policy communicated to all relevant personnel and stakeholders?

SECTION 2: ENVIRONMENTAL ASPECTS IDENTIFICATION

- Are aspects that include potential environmental impacts identified and assessed?
- Are objectives aligned with the organization's context?
- Is environmental aspects and impacts regularly reviewed and updated as necessary?

SECTION 3: LEGAL AND REGULATORY COMPLIANCE

- Did you update the company about environmental laws, regulations, and requirements?
- Is there an awareness program for employees regarding ISO 14001?
- Is there a mechanism to track changes in environmental laws?

SECTION 4: ENVIRONMENT OBJECTIVES AND TARGETS

- Are clear and measurable environmental objectives and targets established?
- Does objectives and targets align with the organization's policy and significant aspects?
- Is there a process to monitor progress towards achieving environmental objectives?

SECTION 5: PROGRAMS AND CONTROLS

- Are programs and plans in place to achieve environmental objectives and targets?
- Are procedures and controls established for environmental aspects and risks?
- Is there a system for emergency preparedness and response to environmental incidents?

SECTION 6: COMPETENCE, AWARENESS, AND TRAINING

- Are people aware of the environmental policy and their roles and responsibilities?
- Is there a documented process for identifying training needs?
- Are employees provided with the necessary training and resources to fulfill their environmental responsibilities?

SECTION 7: COMMUNICATION

- Is there a structured approach for internal and external communication?
- Are procedures in place for receiving, documenting relevant?
- Is there a process for the transparent reporting of environmental performance?

SECTION 8: MONITORING AND MEASUREMENT

- Are procedures in place to monitor and measure KPIs?
- Are records maintained to demonstrate EHS conformity and effectiveness?
- Is document control in place to ensure the latest versions of documents are used?

SECTION 9: NON-CONFORMITY AND CORRECTIVE ACTION

- Is there a process for identifying and addressing non-conformities?
- Are corrective actions taken to prevent the recurrence of incidents?
- Is there a mechanism for continuous improvement?

SECTION 10: DOCUMENTATION AND RECORDS

- Are procedures and processes documented as required by ISO 14001?
- Are records maintained to demonstrate EHS conformity and effectiveness?
- Is document control in place to ensure the latest versions of documents are used?

Please note that this checklist provides a high-level overview, and it's essential to perform a thorough analysis specific to your organization's processes and context. Additionally, it's recommended to engage with ISO 45001 experts or consultants to conduct a comprehensive gap analysis for your organization.