BS EN ISO 14005:2019

BSI Standards Publication

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

Documents
Document Sharing Hub

Full document details: BS EN ISO 14005:2019

National foreword

This British Standard is the UK implementation of EN ISO 14005:2019. It supersedes BS 8555:2016, which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee SES/1/1, Environmental management systems.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

© The British Standards Institution 2020
Published by BSI Standards Limited 2020

ISBN 978 0 580 96451 0

ICS 13.020.10

Compliance with a British Standard cannot confer immunity from legal obligations.

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 31 January 2020.

Amendments/corrigenda issued since publication

Date	Text affected

Documents
Document Sharing Hub

Full document details: BS EN ISO 14005:2019

INTERNATIONAL STANDARD

ISO 14005

Second edition
2019-05

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

Systèmes de management environnemental — Lignes directrices pour une approche souple de la mise en oeuvre par phases

Reference number
ISO 14005:2019(E)

Documents
Document Sharing Hub
© ISO 2019

Full document details: BS EN ISO 14005:2019

COPYRIGHT PROTECTED DOCUMENT

© ISO 2019

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

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

Published in Switzerland

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub

Full document details: BS EN ISO 14005:2019

Contents

Page

Foreword ..... **iv**

Introduction ..... **v**

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **1**
3.1 Terms related to organization and leadership 1
3.2 Terms related to planning 2
3.3 Terms related to support and operation 4
3.4 Terms related to performance evaluation and improvement 5
3.5 Other terms 7

4 Benefits of a flexible, phased approach **7**

5 Fundamentals of an environmental management system **8**
5.1 General 8
5.2 Leadership and commitment 9
5.3 Context-based planning 9
5.4 Operation 11
5.5 Performance evaluation 12
5.6 Improvement 12
5.7 Supporting activities and processes 13

6 Phased approach **15**
6.1 General 15
6.2 Define intended outcomes of the phase 16
6.3 Assess EMS status 17
6.4 Select areas for EMS improvement 17
6.5 Undertake a gap analysis 17
6.6 Plan and implement EMS improvements 17
6.7 Check and review achievements 18

Annex A (informative) **Using a maturity matrix to implement an EMS** **19**

Bibliography **34**

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub

Full document details: BS EN ISO 14005:2019

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 of the voluntary nature of standards, 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 www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 207, *Environmental management*, Subcommittee SC 1, *Environmental management systems*.

This second edition cancels and replaces the first edition (ISO 14005:2010), which has been technically revised throughout.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

© ISO 2019 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

Introduction

Organizations face a growing number of challenges caused by the deteriorating state of the natural environment due to human activities. For example, 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-renewable resources; and threats from storms, flooding or droughts are increasing as a result of rising global temperatures and climate change.

These challenges are causing significant effects on business and society. Regulators, consumers, clients, local communities and other interested parties demand assurances from organizations that their interactions with the environment are responsibly managed and that their activities, products and services are not inducing detrimental environmental impacts.

A systematic approach to environmental management provides the means for the management of business risk and demonstrates a high level of environmental commitment. This enables organizations to respond to the needs and expectations of interested parties. Business benefits of a formalized environmental management system (EMS) include more efficient use of resources, reduced negative effects on the environment, better compliance with legal requirements and improved customer relations.

Many organizations already benefit from a formalized EMS. But many more organizations, particularly small and medium-sized enterprises (SMEs), lack a formal system and therefore lose the benefits that an increased formality can bring. A systematic approach to environmental management can provide long-term success and enable 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, preventing 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 organization at the same time, however, might prove difficult and depends on the availability of staff and other resources. A phased approach allows organizations to develop their EMS gradually over time.

A phased approach offers several advantages. Organizations can readily evaluate how the time and money put into an EMS provide a return. They can develop a system that meets their needs, allowing them to implement it at their own pace, depending on the available human and financial resources. This approach can help organizations to see how improvements in environmental management can reduce costs, demonstrate legal compliance, improve community relations and help to fulfil the expectations of interested parties.

This document shows how organizations can implement an EMS, using a phased approach to ultimately meet the requirements of ISO 14001. Each phase incorporates six consecutive stages. The number of phases is flexible. This allows organizations to develop the scope, i.e. the activities, products and services included, and maturity of their EMS, in line with their objectives and available resources.

The phased approach could, for example, start with a project focusing on a specific environmental aspect, such as the use of energy or natural resources. It could also be used to address the needs of a certain interested party, such as a customer requirement, or to manage a specific issue, such as demonstrating legal compliance. The EMS can be expanded over time by progressing through more phases, e.g. to cover more environmental aspects, to systematically address all relevant needs and expectations of interested parties, or to improve environmental performance beyond legal compliance.

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

The structure of the maturity matrix incorporates rows that correspond to the different EMS elements, as defined in the clauses of ISO 14001:2015. The columns represent five maturity levels. Each element

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

can be developed incrementally from maturity level 1 through to full maturity in level 5. At this point, the 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, https://committee.iso.org/home/tc207sc1. It follows the same structure as the maturity matrix and helps organizations to determine their level of maturity for each element.

The ISO/TC 207/SC 1 website also provides examples, e.g. on how a company developed a full EMS using the phased approach.

© ISO 2019 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

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

1 Scope

This document gives guidelines for 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 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 consecutive stages. The system's maturity at the end of each phase can be characterized using the five-level maturity matrix provided in Annex A.

This document is applicable to any organization regardless of their current environmental performance, the nature of the activities undertaken or the locations at which they occur.

The phased approach enables an organization 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

There are no normative references in this document.

3 Terms and definitions

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

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

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* (3.2.1), 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]

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

3.1.2
environmental management system
EMS
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]

© ISO 2019 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

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]

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

3.2.8
requirement
need or expectation that is stated, generally implied or obligatory

Note 1 to entry: "Generally implied" means that it is custom or common practice for the *organization* (3.1.4) and *interested parties* (3.1.6) that the need or expectation under consideration is implied.

Note 2 to entry: A specified requirement is one that is stated, for example in *documented information* (3.3.2).

Note 3 to entry: Requirements other than legal requirements become obligatory when the organization decides to comply with them.

[SOURCE: ISO 14001:2015, 3.2.8]

3.2.9
compliance obligations (preferred term)
legal requirements and other requirements (admitted term)
legal *requirements* (3.2.8) that an *organization* (3.1.4) has to comply with and other requirements that an organization has to or chooses to comply with

Note 1 to entry: Compliance obligations are related to the *environmental management system* (3.1.2).

Note 2 to entry: Compliance obligations can arise from mandatory requirements, such as applicable laws and regulations, or voluntary commitments, such as organizational and industry standards, contractual relationships, codes of practice and agreements with community groups or non-governmental organizations.

[SOURCE: ISO 14001:2015, 3.2.9]

3.2.10
risk
effect of uncertainty

Note 1 to entry: An effect is a deviation from the expected — positive or negative.

Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3 to entry: Risk is often characterized by reference to potential "events" (as defined in ISO Guide 73:2009, 3.5.1.3) and "consequences" (as defined in ISO Guide 73:2009, 3.6.1.3), or a combination of these.

Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated "likelihood" (as defined in ISO Guide 73:2009, 3.6.1.1) of occurrence.

[SOURCE: ISO 14001:2015, 3.2.10]

3.2.11
risks and opportunities
potential adverse effects (threats) and potential beneficial effects (opportunities)

[SOURCE: ISO 14001:2015, 3.2.11]

3.3 Terms related to support and operation

3.3.1
competence
ability to apply knowledge and skills to achieve intended results

[SOURCE: ISO 14001:2015, 3.3.1]

© ISO 2019 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

3.3.2
documented information
information required to be controlled and maintained by an *organization* (3.1.4) and the medium on which it is contained

Note 1 to entry: Documented information can be in any format and media, and from any source.

Note 2 to entry: Documented information can refer to:

— the *environmental management system* (3.1.2), including related *processes* (3.3.5);

— information created in order for the organization to operate (can be referred to as documentation);

— evidence of results achieved (can be referred to as records).

[SOURCE: ISO 14001:2015, 3.3.2]

3.3.3
life cycle
consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal

Note 1 to entry: The life cycle stages include acquisition of raw materials, design, production, transportation/delivery, use, end-of-life treatment and final disposal.

[SOURCE: ISO 14001:2015, 3.3.3]

3.3.4
outsource, verb
make an arrangement where an external *organization* (3.1.4) performs part of an organization's function or *process* (3.3.5)

Note 1 to entry: An external organization is outside the scope of the *management system* (3.1.1), although the outsourced function or process is within the scope.

[SOURCE: ISO 14001:2015, 3.3.4]

3.3.5
process
set of interrelated or interacting activities which transforms inputs into outputs

Note 1 to entry: A process can be documented or not.

[SOURCE: ISO 14001:2015, 3.3.5]

3.4 Terms related to performance evaluation and improvement

3.4.1
audit
systematic, independent and documented *process* (3.3.5) for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Note 1 to entry: An internal audit is conducted by the *organization* (3.1.4) itself, or by an external party on its behalf.

Note 2 to entry: An audit can be a combined audit (combining two or more disciplines).

Note 3 to entry: Independence can be demonstrated by the freedom from responsibility for the activity being audited or freedom from bias and conflict of interest.

Note 4 to entry: "Audit evidence" consists of records, statements of fact or other information which are relevant to the audit criteria and are verifiable; and "audit criteria" are the set of policies, procedures or *requirements* (3.2.8) used as a reference against which audit evidence is compared, as defined in ISO 19011:2018, 3.9 and 3.7, respectively.

© ISO 2019 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019

[SOURCE: ISO 14001:2015, 3.4.1, modified — The reference to ISO 19011 has been updated to the latest edition.]

3.4.2
conformity
fulfilment of a *requirement* (3.2.8)

[SOURCE: ISO 14001:2015, 3.4.2]

3.4.3
nonconformity
non-fulfilment of a *requirement* (3.2.8)

Note 1 to entry: Nonconformity relates to requirements in this document and additional *environmental management system* (3.1.2) requirements that an *organization* (3.1.4) establishes for itself.

[SOURCE: ISO 14001:2015, 3.4.3]

3.4.4
corrective action
action to eliminate the cause of a *nonconformity* (3.4.3) and to prevent recurrence

Note 1 to entry: There can be more than one cause for a nonconformity.

[SOURCE: ISO 14001:2015, 3.4.4]

3.4.5
continual improvement
recurring activity to enhance *performance* (3.4.10)

Note 1 to entry: Enhancing performance relates to the use of the *environmental management system* (3.1.2) to enhance *environmental performance* (3.4.11) consistent with the *organization's* (3.1.4) *environmental policy* (3.1.3).

Note 2 to entry: The activity need not take place in all areas simultaneously, or without interruption.

[SOURCE: ISO 14001:2015, 3.4.5]

3.4.6
effectiveness
extent to which planned activities are realized and planned results achieved

[SOURCE: ISO 14001:2015, 3.4.6]

3.4.7
indicator
measurable representation of the condition or status of operations, management or conditions

[SOURCE: ISO 14001:2015, 3.4.7]

3.4.8
monitoring
determining the status of a system, a *process* (3.3.5) or an activity

Note 1 to entry: To determine the status, there might be a need to check, supervise or critically observe.

[SOURCE: ISO 14001:2015, 3.4.8]

3.4.9
measurement
process (3.3.5) to determine a value

[SOURCE: ISO 14001:2015, 3.4.9]

© ISO 2019 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS EN ISO 14005:2019