

Documentation requirements FDIS ISO 14001:2015

In the HLS 'Documented information' replaces both the nouns 'documentation' and 'record' used in prior editions.

From the text it is normally evident when "documented information" relates to "records" as evidence of performed activity/process and when "documented information" relates to how to perform an activity/process. Normally the standard refers to "shall maintain documented information" when the meaning is how to perform an activity/process and "shall retain documented information" when the meaning is to keep evidence of performed activity/process.

These are the minimum documentation requirements. Organizations themselves can decide that they need additional documented information.

Clause	Documentation requirement
4.3 (Scope)	The scope shall be maintained as documented information and be available to interested parties.
5.2 (Policy)	The environmental policy shall be maintained as documented information.
6.1.1 (General)	The organization shall maintain documented information of its: <ul style="list-style-type: none"> - risks and opportunities that need to be addressed; - processes needed in 6.1.1 to 6.1.4, to the extent necessary to have confidence they are carried out as planned.
6.1.2 (Environmental aspects)	The organization shall maintain documented information of its: <ul style="list-style-type: none"> - environmental aspects and associated environmental impacts; - criteria used to determine its significant environmental aspects; - significant environmental aspects
6.1.3 (Compliance obligations)	The organization shall maintain documented information of its compliance obligations.
6.2.1 (Environmental objectives)	The organization shall retain documented information on the environmental objectives.
7.2 (Competence)	The organization shall retain appropriate documented information as evidence of competence.
7.4.1 (Communication – General)	The organization shall retain documented information as evidence of its communications, as appropriate.
7.5.1 (Documented information – General)	The organization's environmental management system shall include: <ul style="list-style-type: none"> a) documented information required by this International Standard; b) documented information determined by the organization as being necessary for the effectiveness of the environmental management system. <p>NOTE The extent of documented information for an environmental management system can differ from one organization to another due to:</p> <ul style="list-style-type: none"> - the size of organization and its type of activities, processes, products and services; - the need to demonstrate fulfilment of its compliance obligations - the complexity of processes and their interactions; - the competence of persons.
8.1 (Operational)	The organization shall maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.

planning and control)	
8.2 (Emergency preparedness and response)	The organization shall maintain documented information to the extent necessary to have confidence that the process(es) is (are) carried out as planned.
9.1.1 (Monitoring, measurement, analysis and evaluation – General)	The organization shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.
9.1.2 (Evaluation of compliance)	The organization shall retain documented information as evidence of the compliance evaluation result(s).
9.2.2 (Internal audit programme)	The organization shall retain documented information as evidence of the implementation of the audit programme and the audit results.
9.3 (Management review)	The organization shall retain documented information as evidence of the results of management reviews.
10.1 (Non-conformity and corrective action)	The organization shall retain documented information as evidence of: <ul style="list-style-type: none">• the nature of the nonconformities and any subsequent actions taken;• the results of any corrective action.

Furthermore, the new standard in several places uses the wording “**shall determine**”. In Appendix A3 it is explained that “determine” means to establish or find out. There is no explicit “documentation” requirement, but where “determine” is used the organization should at least be able to demonstrate and give confidence of completeness and control of such activities/processes.

clause	decision
4.1 (Organisational context)	The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its environmental management system. Such issues shall include environmental conditions being affected by or capable of affecting the organization.
4.2 (Interested parties)	The organization shall determine: <ul style="list-style-type: none"> • the interested parties that are relevant to the environmental management system; • the relevant needs and expectations (i.e. requirements) of these interested parties; • which of these needs and expectations become its compliance obligations.
4.3 (Scope)	The organization shall determine the boundaries and applicability of the environmental management system to establish its scope.
6.1 Actions to address risks and opportunities 6.1.1 General	When planning for the environmental management system, the organization shall consider: <ul style="list-style-type: none"> – the issues referred to in 4.1; – the requirements referred to in 4.2; – the scope of its environmental management system; <p>and determine the risks and opportunities, related to its:</p> <ul style="list-style-type: none"> – environmental aspects (see 6.1.2); – compliance obligations (see 6.1.3); – other issues and requirements, identified in 4.1 and 4.2; <p>that need to be addressed to:</p> <ul style="list-style-type: none"> – give assurance that the environmental management system can achieve its intended outcomes; – prevent, or reduce, undesired effects, including the potential for external environmental conditions to affect the organization; – achieve continual improvement. <p>Within the scope of the environmental management system, the organization shall determine potential emergency situations, including those that can have an environmental impact.</p>
6.1.2 Environmental aspects	Within the defined scope of the environmental management system, the organization shall determine the environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective.
6.1.3 (Compliance)	The organization shall: <ol style="list-style-type: none"> a) determine and have access to the compliance obligations related to its environmental aspects; b) determine how these compliance obligations apply to the organization.

obligations)	
6.2.2 (Planning to achieve objectives)	When planning how to achieve its environmental objectives, the organization shall determine: <ul style="list-style-type: none"> • what will be done; • what resources will be required; • who will be responsible; • when it will be completed; • how the results will be evaluated, including indicators for monitoring progress toward achievement of its measurable environmental objectives
7.1 (Resources)	The organization shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the environmental management system.
7.2 (Competence)	The organization shall: <ul style="list-style-type: none"> - determine the necessary competence of person(s) doing work under its control that affects its environmental performance and its ability to fulfil its compliance obligations. - determine training needs associated with its environmental aspects and its environmental management system;
8.1 (Operational planning and control)	Consistent with a life cycle perspective, the organization shall: <ul style="list-style-type: none"> a) determine environmental requirements for the procurement of products and services, as appropriate;
9.1.1 (Monitoring, measurement, analysis and evaluation – General)	The organization shall determine: <ul style="list-style-type: none"> - what needs to be monitored and measured - the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results; - the criteria against which the organization will evaluate its environmental performance, and appropriate indicators; - when the monitoring and measuring shall be performed; - when the results from monitoring and measurement shall be analysed and evaluated.
9.1.2 (Evaluation of compliance)	The organization shall: <ul style="list-style-type: none"> - determine the frequency that compliance will be evaluated;
10 Improvement 10.1 General	The organization shall determine opportunities for improvement (see 9.1, 9.2 and 9.3) and implement necessary actions to achieve the intended outcomes of its environmental management system.