



ISO Revisions



Final
Standard

➤ ISO 14001:2015 Revision **Frequently Asked Questions**

Introduction

ISO 14001 – Environmental Management Systems, the world's first international environmental standard has been helping thousands of organizations to improve their environmental, sustainability and operational performance since it was first published as BS 7750 in 1992. The new version has been written to maintain its relevance in today's marketplace and to continue to offer organizations improved performance and business benefits.

All organizations currently certified to ISO 14001:2004 will need to transition to the new requirements by September 2018. The new standard provides a great opportunity to review your environmental management system and ensure that it's aligned with the strategic priorities of your organization.

The new version provides greater clarity than 2004, which means you can make it relevant to the requirements of your own organization to gain sustainable business improvements. There is also an increased focus on improving environmental performance

Here we aim to address those initial questions that you may have as you begin your journey towards the revised standard.

➤ About the Standard

How can I get access to the standard?

ISO 14001:2015 has now been published and is available through the BSI Shop..

Where can I get information about the new structure?

ISO 14001 has been developed using Annex SL, the new high level structure introduced by ISO. We have produced a short on-demand webinar which can be downloaded from our website. Alternatively download our 'Introduction to Annex SL' whitepaper which can help you understand the new structure in more detail.

➤ Changes to the Standard

I've heard that PDCA is no longer a part of the new ISO standard structure, is this true?

The new standard still uses the PDCA cycle, however the new version is more explicit about the meaning of the process approach.

How can I get a summary of the changes between ISO 14001:2004 & ISO 14001:2015?

BSI has produced a mapping guide which compares the clauses between both versions of the standard. This is a useful document that will help you to quickly identify the key changes and which clauses they refer to. You can download this at www.bsigroup.com

There are new requirements on identifying risks and opportunities – how can I do this?

Risk has always been a feature of ISO 14001, for example in consideration of significant environmental aspects, however now it has become more explicit and is expanded to include the whole management system. Opportunities can flow from risk, such as the opportunity to improve efficiency or output levels of machinery being replaced due to a risk.

A full risk assessment isn't required however it could be useful to use ISO 31000:2009 which can provide a framework for managing risk.

➤ Changes to the Standard

The standard does not contain a requirement for there to be a management representative - how will this affect the relationship with BSI and also the management of BSI visits?

The new standard now provides an opportunity for top management to have a greater involvement in the management system. A new section on leadership includes requirements that EMS processes are integrated into the organization's processes and that the policy and objectives are compatible with the strategic direction of the organization. During a visit, your client manager will conduct an interview with top management to understand how this is achieved. BSI will still require a key contact for the management system.

I am a small business with less than 50 employees. Is ISO 14001:2015 relevant for me?

Definitely. The revised version of the standard is as relevant to small businesses as it is for large multi-national organizations. Irrespective of your size it will enable you to drive improvement in your environmental performance, saving natural resources and money.

Now that the new standard has been published what tips would BSI offer to begin early preparation?

Some activities that would make sense in preparation for the changes include:

- Buy a copy of ISO 14001:2015 and start to think about how the key clauses affect your organization
- Review your current approach and spring clean where appropriate
- Start to think about the context of your organization
- Engage with the leaders of the business as many of the proposed changes will impact on them and help them understand those issues which they must manage and those they can delegate
- Review your approach to identification, management and control of your processes
- Start to consider how you can adopt and benefit from the concept of risk and opportunity management.
- If you have certification to more than one standard, start to consider the benefits to be gained from management system integration.

➤ Changes to other related standards

Which standards are currently aligned to the new Annex SL (high level structure)?

ISO 22301 – Business Continuity Management was the first standard to be structured in line with Annex SL. Other key standards in this structure include: ISO 27001:2013 – Information Security, ISO 9001:2015 – Quality Management and ISO 39001:2012 – Road Traffic Safety 39001.

We are certified to ISO 22000 – the quality standard for food – what can we expect to happen?

The revision process for ISO 22000 began in September 2014 and the new standard will be brought in line with the new high level structure. More information will be available in the future, but for now, visit www.ISO.org to find out more.

We are certified to TS 16949/AS 9001 - will these be revised in line with the new version?

We are still awaiting information from the committees for these standards on their decision about revision. This means that you must ensure that your system continues to meet the requirements of the current standards until the situation is clarified. We are expecting the revised standards in 2016.

What will happen to the Medical Devices standard ISO 13485?

A revision is currently being planned however unlike all other ISO standards it is NOT expected to follow the high level structure (Annex SL). The revised standard is expected towards the end of 2015 although this may change.

The transition process

How soon can I start the transition process?

You can start planning for the transition immediately, educating the relevant people in your business. We have a downloadable internal communications pack that you may find useful. You can also start re-structuring your processes in line with the new high level structure.

How long will ISO 14001:2004 continue to be recognized and audited to?

The current standard will be recognized and can be audited to until the end of the 3 year transition period for ISO 14001:2015 (September 2018). It's best to get started with your transition planning as soon as possible so that you can pro-actively manage this process. Please note, all organizations must transition to the new standard by the transition deadline at which point certificates for ISO 14001:2004 will no longer be valid.

Can I upgrade in 2016 during a re-certification audit?

Yes – providing your system meets all of the requirements of ISO 14001:2015.

Will the transition mean additional days and additional costs?

It is expected that clients will transition during the course of their continuing assessment visits (CAV) and there will be a requirement for additional time to review and assessment your implementation of the new requirements.

What if I want to transition more quickly than my CAV's allow?

You are more than welcome to transition as soon as the 3 year transition period begins however this will require additional days and as such, you will incur additional costs.

Will my assessments to ISO 14001:2015 be any different?

Although there will be some similarities to the way assessments are carried out, there are some important differences to be aware of. We will need to meet with top management during your assessments and so they should be available on assessment days. Before an assessment, our client managers will provide you with an agenda for the day(s) so you can prepare.

Will there be a cost for certificate renewal?

We are not expecting to charge for certificate renewals.

How do I find out how far we are through the transition process?

We will be working closely with our clients and tracking their progression towards the new standard over the coming months. Your BSI client manager will discuss your transition progress at each visit to see where you are on your journey.

What if I want an extension to scope. Does that have to be to the 2015 version of the standard?

No, you can extend the scope of your existing certificate against the 2004 version of the standard. You must however transition by September 2018 otherwise your certificate will be invalid.

I'm currently implementing/considering certification to ISO 14001, what should I do?

If you have already started implementing ISO 14001:2004, continue as planned - you still have until September 2018 to transition to the new standard. We would recommend familiarizing yourself with the new high level structure so that you can keep this in mind.

If you haven't started implementation yet, we would recommend that you obtain a copy of the 2015 version and implement this version.

I have an integrated system including ISO 9001 and OHSAS 18001, how will the changes to ISO 14001 and these standards affect my system and transition?

The proposed changes to all three standards will make system integration much easier as there is greater alignment between the documents. However as they have different projected publication dates and transitions you will need to plan your transitions carefully to retain certification on each. Talk to your BSI client manager who will help you plan this process.

Transitioning to the new standard provides a great opportunity to integrate your systems into one. Obtaining a copy of PAS 99 may be of benefit as it contains valuable guidance on the design and structure of an Integrated Management System.

We are certified to PAS 99 – Integrated Management System. Given the new high level structure will my certification still be valid?

Yes, PAS 99 certificates will still continue to be valid.

I have questions regarding my certification now – who do I talk to?

Call BSI - our Customer Services team will be happy to answer your specific questions.

➤ Support from BSI

How can my BSI client manager support me through this process?

Should you have any questions, your client manager will be fully updated with the progress of the ISO 14001 revision in the lead up to publication towards the end of 2015. All our client managers have undertaken a rigorous and robust training programme on ISO 14001:2015 so you can be confident that assessments delivered to the new standard will deliver maximum benefit to your organization.

There is lots of supporting material available from BSI to help you during this time including training, whitepapers and transition guides. However, it will be up to you to plan and implement the changes within your business.

What training will be available?

Our experts have developed a comprehensive range of training courses to help you understand the key changes to ISO 14001:2015 and start your transition. They contain not only the information but also the practical skills to apply this information effectively.

This includes a course specifically for senior management which introduces their new responsibilities; transition training covering the new high level structure and key changes to the

standard and a course for auditors as there are important new requirements for them to be aware of.

There is also training available on some of the key new areas of the standard such as "process approach", "risk-based thinking", "external provision" and "auditing leadership".

Visit bsigroup.com/iso14001revisions for more information.

I'm presently a qualified lead auditor/auditor, do I need to retrain for the new version of the standard?

Whilst your existing knowledge and experience is invaluable, this is the biggest change to the standard in a decade. It's vital you understand the new requirements which won't be familiar. We would recommend that you book onto our new auditor transition training course as this will build on your existing knowledge and help you to feel confident about the new version of the standard.

We are also certified to both ISO 9001 and ISO 14001. Do I need to undergo training for both standards?

There are important changes to both standards. We would recommend that you book training for both standards to make sure you fully understand what this means to your organization.

➤ Additional resources

There are a variety of materials which can be accessed online at www.bsigroup.com/iso-14001 and consists of:

The importance of leadership

The new standard has an entire clause devoted to leadership and is one of the most significant changes. This whitepaper explains why management are now required to take a more active role in the EMS to ensure it is implemented, embedded, communicated and maintained.

Process versus procedures

This whitepaper provides an overview of the difference between a process and procedures approach.

Introducing Annex SL

The new generic framework with core text, common terms and definitions and the blueprint for all management system standards going forward – understand more about the structure in our whitepaper.

Ten simple steps for your small business to manage environmental impacts and boost growth

In this whitepaper we look at 10 things companies do which go towards supporting the effort to achieve environmentally sustainable working practices.

PLUS:

- Old-to-new ISO 14001 Mapping Guide
- Self-assessment checklist
- Transition Journey to the new ISO 14001:2015.

➤ Why BSI?

BSI has been at the forefront of ISO 14001 since the start. And it was originally based on BS 7750, the first environmental management system standard which was developed by BSI in 1992, the year of the first Earth Summit in Rio. That's why we're best placed to help you understand and transition to the new standard.

At BSI we create excellence by driving the success of our clients through standards. We enable others to perform better, manage risk and achieve sustainable growth.

For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. We make excellence a habit

Our products and services

We provide a unique combination of complementary products and services, managed through our three business streams; Knowledge, Assurance and Compliance.

Knowledge

BSI works with business experts, government bodies, trade associations and consumer groups to capture best practice and structure the knowledge all organizations need to succeed. The majority of the widely used and implemented international standards were originally shaped by BSI, for example ISO 9001, Quality Management and ISO/IEC 27001 for Information Security.

Assurance

Independent assessment of the conformity of a process or product to a particular standard ensures that our clients perform to a high level of excellence. We help our clients understand how they are performing, thereby identifying areas of improvement from within.

Compliance

To experience real, long-term benefits, our clients need to ensure ongoing compliance to a standard so that it becomes an embedded habit. We train our clients to understand standards and how to implement them, as well as provide added value and differentiated management tools to facilitate the process of ongoing compliance.

To find out more
visit: www.bsigroup.com/en-hk

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