> ISO 14001:2015 Revision

Frequently Asked Questions

Approaching change

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Introduction

ISO 14001 is being revised with the new standard, ISO 14001:2015 due to be published in September 2015. Those businesses currently registered to ISO 14001:2004 will then have 3 years to make the transition.

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

❯ About the Standard

How can I get access to the ISO 14001:2015 FDIS

The FDIS is currently due for publication in February 2015. This will be freely available to view clause by clause on the Standards Draft Review system where you can also provide your feedback. A full copy of the FDIS will be available to purchase from the BSI online shop. ISO Timelines are subject to change – please check the BSI website for the latest information.

Where can I get information about the new structure?

We have produced a short on-demand webinar as well as a whitepaper which provides an introduction to the new high level structure (Annex SL). Both can be downloaded from www.bsigroup.com/isorevisions. In addition, there is lots of information available at www.iso.org.

Will I be able to buy a copy of all ISO 14000 documents together?

BSI is expecting to offer all ISO 14000 documents as a package but this will be confirmed closer to publication.

When is ISO 14000 due to be published?

ISO 14000:2015 is due to be published with ISO 14001 in 2015.

Will ISO 14004 continue to be available?

Yes, this document continues to offer very useful information on how to apply the principles of the environmental management approach to the wider issues of business management and building a sustainable business for the future.

The DIS highlights that my organization should apply a life cycle perspective – is there any guidance on risk assessment inclusive of this consideration?

The standard may change so we cannot give a definitive answer. You should look at the back of the ISO 14001 standard as there are guidelines – this links to the context of the organization, what influences the company have or not have and what is feasible financially.

To what extent will we be required to undertake Life Cycle Analysis (LCA) for (all) the products and services we procure or should we be looking at those just associated with 'significant impacts'?

Please look at ISO 14004 which is the implementing support document which is in committee draft at the moment, clauses 4.1 and

4.2 sets the scene and this links to the significant aspects, interested parties and legal obligations.

Can you provide some guidance on the expected boundary of these LCAs? Is there any information as to how we set the scope/boundary?

This will depend on the scope and context of the organization, interested parties and legal obligations.

What sort of criteria should be used to determine 'influence' or 'scope of influence'? If products/services incur greater cost, but they are in our 'influence' to purchase, is this a justifiable reason not to procure?

Again the context of the organization needs to be taken into consideration and this in turn is linked to interested parties, legal obligations, and significant aspects. Please look at ISO 14004 standard for guidance.

I am not sure about the differences between procedures and processes?

There is only one mention of the requirement for a procedure now (in 8.2). All other requirements relate to processes. Please note that if an organization has existing procedures (to control/prevent deviation) as long as the organization can demonstrate that the procedures take into consideration the interaction/ interrelationships between other processes and its activities within the scope, then this can also be considered as meeting the requirement for a 'process'.

There is more responsibility on leadership commitment in the new version – how can we ensure this happens?

Leadership is now an integral part of the EMS with more responsibility put on them to ensure more commitment, responsiveness, active support and feedback from the organization's top management. Their buy-in is critical for the success of the environmental management system, so they'll be directly or indirectly tasked with specific responsibilities. They are no longer able to put people in sole change and not have any reporting mechanism in place to proactively manage it at top level. These changes will help to raise the profile of an environmental management system, making sure top management looks at it from a strategic, tactical or operational level.

❯ The Transition process

How soon can I start the transition process?

It may be useful to start communicating internally that a revision to ISO 14001 will be published in 2015. You may wish to look at your processes to see if they are in line with the new high level structure. However – please remember that your system must remain compliant with the requirements of ISO 14001:2004 until your transition has been completed.

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 (expected July 2018). However, BSI will stop issuing new certificates to ISO 14001:2004 twelve months after the new version is published. 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?

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

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

Continue as planned – you still have a full 3 years to transition to the new standard once it's published in September 2015. We would recommend familiarizing yourself with the new high level structure so that you can keep this in mind when you are building your system.

Will the transition mean additional days and additional costs?

BSI will be conducting transition activities during routine surveillance, recertification audit or a special audit. Where transition audits are carried out in conjunction with scheduled surveillance or recertification, additional time is likely to be required to ensure that all activities are covered for the existing and new standards.

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

You are more than welcome to transition as soon as the new standard has been published to gain early benefits of the new standard. This will require additional days and as such, you may incur additional costs.

Will there be a cost for certificate renewal?

We are not expecting to charge for certificate renewals - this will be confirmed closer to the time.

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

We will be working closely with customers and tracking their progression towards the new standard to ensure that we can develop training modules to support the process. BSI Customers should speak to your Client Manager to establish where you are in the transition process.

❯ 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 is still built around the PDCA cycle, which is featured on page 8 of the Draft International Standard, published in July 2014. Additionally 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 & 2015?

A comparison document will be produced once the new standard has been published.

I am currently using ISO 31000 as a framework for risk management – as Risk is so integral to the new revised standard, will I need both?

Yes – ISO 31000 provides guidance on the adoption of risk throughout the organization, whereas ISO 9001 addresses the issues around the system which centre on customer satisfaction.

Is the final version of the standard likely to differ significantly from the DIS?

It is very difficult to say as comments from over 90 countries have to be taken into account. However we can say with some confidence that the new high level structure, its clause numbering, and additional requirements around organizational context and leadership will be retained.

The DIS 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?

BSI will still need a nominated contact for all matters related to certification and the organization of certification visits. In the majority of cases the management representative is also the system manager and therefore in practice this should have very little impact.

❯ Changes to the Standard

I have an integrated system including ISO 9001 and BS 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.

Obtaining a copy of PAS 99, which is based on the high level structure (Annex SL) may be of benefit as it contains valuable guidance on the design and structure of an Integrated Management System.

Although it is only a Draft (DIS) what tips would BSI offer to begin early preparation?

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

- Review your current approach and spring clean where appropriate

- 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

- Read the introduction section of the DIS as it contains some very valuable guidance on the concepts contained in the standard. These concepts are very likely to be retained in the final version in some form.

Support from **BSI**

How can my BSI Client Manager support me through this process?

Should you have any questions, your client manager will be updated fully with the progress of the ISO 14001 revision in the lead up to publication towards the summer of 2015. Once the new standard has been released your Client Manager will be able to advise what you need to do to meet the new requirements but please note, it will be up to you to plan and implement the changes within your business. There will be lots of supporting documentation available from BSI to help you during this time.

I recently attended an ISO 14001 revision event which gave a good insight to the changes. What will BSI be doing now to support me?

If you are an existing client of BSI – or if you've signed up to receive the revision updates on the BSI website, we will be updating you regularly. (Go to our website and register for our updates if you are not yet registered). Clients & subscribers

to revision updates will receive guidance for managing their transition automatically but otherwise, please keep checking the BSI website for webinars, whitepapers, details of training courses & offers. We will be running more FREE client communication events - if you're not a client, you will be welcome to attend but there will be a charge. Again, information about this will be on the BSI website.

What training will be available?

BSI will be offering both implementation training & lead auditor transition training. We will also be offering focussed workshops on specific requirements within the standard – full details will be available at www.bsigroup.com/training.

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.

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Visit our website to find out the latest status

www.bsigroup.com/ISO14001Revision