

ISO 14001:2015 Transition Toolkit

Note: The transition and related documentation should be performed in the order in which it is listed here. Cells in the table colored dark gray represent folder names in the toolkit, while light gray cells represent procedures.

No.	Name of Document	ISO 14001:2004 Clause	ISO 14001:2015 Clause	Mandatory document	New/Revised document
00 Before you start					
1	Internal Audit Checklist				Revised
01 Determining context of the organization					
2	Procedure for Determining Context of the Organization and Interested Parties		4.1; 4.2		New
02 List all interested parties					
3	List of Interested Parties	4.3.2. a)	4.2		New
4	Conformance Evaluation Record	4.5.2.1	9.1.2	✓	New
03 Review the scope of the EMS					
5	Scope of Environmental Management System	4.1	4.3	✓	New
04 Demonstrate leadership & review of the Environmental Policy					
6	Environmental Policy	4.2	5.2	✓	Revised
05 Align EMS objectives with the company's strategy					
7	Environmental Objectives	4.3.3	6.2	✓	New
06 Assess risks and opportunities and environmental aspects					
8	Procedure for Identification and Evaluation of Environmental Aspects and Risks	4.3.1	6.1		New
9	Process Aspect Chart	4.3.1 a)b)	6.1.2		New
07 Revise your communication process					
10	Procedure for Communication	4.4.3	7.4		Revised
11	Communication Report	4.4.3	7.4	✓	Revised
08 Control documented information					
12	Procedure for Document and Record Control	4.2.3; 4.2.4	7.5		Revised
13	Appendix 1 – List of Internal Documents	4.2.3			Revised

14	Appendix 2 – Registry of Records for Detention/Central Archive	4.2.3			Revised
09 Operational planning and control					
15	Procedure for Operational Control of Significant Environmental Aspects	4.4.6	8.1	✓	Revised
16	Appendix 1 – Deployed Waste Report	4.4.6 a)	8.1	✓ *	Revised
17	Appendix 2 – Equipment Calibration Record	4.5.1	9.1.1	✓	Revised
10 Environmental performance					
18	Appendix 1 – Matrix of Environmental Performance	4.6	9.1.1	✓	Revised
19	Appendix 2 – Data Analysis Report	4.6	9.1.1	✓	Revised
11 Measuring and reporting					
20	Procedure for Management Review	4.6	9.3		Revised
21	Appendix 1 – Management Review Minutes	4.6	9.3	✓	Revised
12 Continual improvement					
22	Procedure for Management of Nonconformities and Corrective actions	4.5.3	10.2		Revised
23	Appendix 1 – Environmental Non-Conformity Record	4.5.3d)	10.2	✓	Revised
24	Appendix 2 – Corrective Action Record	4.5.3 d)	10.2	✓	Revised
25	Appendix 3 – Registry of Non-Conformities and Corrective Actions	4.5.3	10.2		Revised
Wrap up the project					
26	Environmental Manual	4.2.2			Revised

*The listed documents are not mandatory if the corresponding processes don't exist in the organization.