

[organization logo]

[organization name]

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PROCEDURE FOR DETERMINING THE CONTEXT OF THE ORGANIZATION AND INTERESTED PARTIES

Commented [14A2]: If you want to find out more about compliance obligations, see: How to achieve regulatory compliance in ISO 14001
<http://advisera.com/14001academy/blog/2015/06/15/how-to-achieve-regulatory-compliance-in-iso-14001/>

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1. Purpose, scope and users

The purpose of this document is to define the process of identification and determination of the internal and external context of the organization, as well as needs and expectations of interested parties related to the Environmental Management System (EMS).

This document is applied to the entire Environmental Management System (EMS).

Users of this document are the top management of [organization name].

2. Reference documents

- ISO 14001:2015 standard, clauses 4.1; 4.2
- Environmental Manual

3. Context of the organization

3.1. Internal context

[job title] is responsible for identifying and considering internal issues of the organization that can affect its ability to achieve the intended results of the Environmental Management System. Internal

The internal context of the organization is the internal environment in which [organization name] endeavors to achieve its strategic objectives, including the environmental objectives, and manages internal risks and opportunities.

Internal context includes, but is not limited to:

- Products and services
- Organizational structure, roles, and responsibilities
- Leadership
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- Form and extent of the organization’s contractual relationships

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3.2. External context

The external context of the organization includes external institutions or influences that can affect the Environmental Management System in [organization name] and its ability to achieve the intended business and environmental objectives.

The external context consists of two components:

- *Immediate (specific) environment* – has a direct and immediate influence on decisions and
- *General environment* – includes economic, political, legal, social, and global conditions that

3.3. Identification of interested parties

[job title] is responsible for identifying all persons or organizations that can affect or can be affected by [organization name]’s business regarding the environment, as well as their needs and

[job title] will define who will be responsible for compliance with each individual requirement, and which interested parties are to be notified when changes occur.

[Job title] must, at least twice a year, conduct a conformity evaluation with legal and other requirements and enter the results in the Compliance Evaluation Record. If there are legal or other

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The deadline for complying is eight days from the day when the noncompliance is registered.

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If resolving the noncompliance with legal and other requirements overcomes the authority of [job title], and/or requests of an engaged external party, a decision will be made by [top management].

Every employee in [organization name] must notify [job title] if he/she comes across any new legal,

3.4. Consideration of the context of the organization

[job title] determines which factors of the context [organization name] can influence, and to which factors it must adapt in order to achieve its objectives. For determining current and future

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The context of the organization must be taken into account during definition of the scope of the Environmental Management System.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
List of Interested Parties, Legal and Other Requirements	PR.04.1	2 years	[office of [job title]]	[job title]
Compliance Evaluation Record	PR.04.2	2 years	[office of [job title]]	[job title]
Scope of the Environmental Management System	PR.04.3	2 years	[office of [job title]]	[job title]

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5. Appendices

- Appendix 1 – List of Interested Parties, Legal and Other Requirements
- Appendix 2 – Compliance Evaluation Record
- Appendix 3 – Scope of the Environmental Management System