

EMS Documentation Review Summary

Client Name:
Client Location:

Reviewed by:
Date of Review:

Standard: ISO14001

Clause Number	Clause Description	Who does it?	How often?	How is it done?	What records are kept?	All shall statements are addressed	Some shall statements are not fully addressed.	Element is not addressed
4.2	Environmental Policy							
4.3	Planning							
4.3.1	Environmental Aspects							
4.3.2	Legal and Other Requirements							
4.3.3	Objectives and Targets							
4.3.4	Environmental Mgmt. Program(s)							
4.4	Implementation and Operation							
4.4.1	Structure and Responsibility							
4.4.2	Training, Awareness & Competence							
4.4.3	Communication							
4.4.4	Documentation							
4.4.5	Document Control							
4.4.6	Operational Control							
4.4.7	Emergency Preparedness & Response							
4.5	Checking and Corrective Action							
4.5.1	Monitoring and Measurement							
4.5.2	Non-conformance and Corr./Prev. Action							
4.5.3	Records							
4.5.4	EMS Audit							
4.6	Management Review							