

EMS ISO14001:2015 standard Audit Documents Checklist

ISO 14001:2015 Clause No.	Requirements of the Environment System	Evidence
4.1	Understanding the organization and its context	Register of organization and its context
4.2	Understanding the needs and expectations of interested parties.	Register of interested parties
4.3	Determining the scope of the Environment management system	Scope of Certification
4.4	Environment management system and its processes	Documented information to the extent necessary to have confidence that the processes are being carried out as planned
5.1	Leadership and commitment	JOINT MANAGEMENT CONSENT IN EMS
5.2	Policy	Environment Policy
5.3	Organizational roles, responsibilities and authorities.	Org. Chart, Job Description,
6.1	Actions to address risks and opportunities	Risk & Opportunities Plan Evidence of fitness for purpose of monitoring Environmental Aspect and compliance obligations
6.2	Environment objectives and planning to achieve them	Environment Objectives and management plan

7.1	Resources	Evidence of fitness for purpose of monitoring and measuring resources 7.1.5.1 Evidence of the basis used for calibration of the monitoring and measurement resources (when no international or national standards exist) 7.1.5.2
7.2	Competence	Evidence of competence of person(s) doing work under the control of the organization that affects the performance and effectiveness of the EMS (clause 7.2)
7.3	Awareness	Training Records / Memo / Poster
7.4	Communication	Email
7.5	Documented information	Master List of Manual, Procedures, Forms, Standards, drawing, spec, BOM, etc
8.1	Operational planning and control	Register of product life cycle
8.2	Emergency preparedness and response	Relevant information and training related to emergency preparedness and response,
9.1	Monitoring, measurement, analysis and evaluation	Results of the evaluation of the performance and the effectiveness of the EMS (clause 9.1.1)
9.2	Internal audit	Evidence of the implementation of the audit programme and the audit results (clause 9.2.2)
9.3	Management review	Evidence of the results of management reviews (clause 9.3.3)

10.1 + 10.2	General + Nonconformity and corrective action	Evidence of the nature of the nonconformities and any subsequent actions taken (clause 10.2.2) Results of any corrective action (clause 10.2.2)
10.1 + 10.3	General + Continual improvement	Management Review Meeting Minutes