

# ISO 14001 2015 GAP ANALYSIS TOOL

## 8. OPERATIONAL GAP ANALYSIS QUESTIONNAIRE

8.1 ESTABLISH YOUR EMS PROCESSES AND CONTROL HOW THEY OPERATE			
1	Do you determine the environmental requirements that processes must meet?		
2	Do you specify environmental requirements for procurement processes?		
3	Do you clarify environmental requirements for product and service purchases?		
4	Do you consider how products and services are used throughout their life cycle?		
5	Do you communicate environmental requirements to contractors and suppliers?		
6	Do you consider sharing information about potential environmental impacts?		
7	Do you consider discussing the impact product and service use could have?		
8	Do you consider discussing the impact product and service delivery could have?		
9	Do you consider discussing the impact product and service disposal could have?		
10	Do you specify environmental requirements for design processes?		
11	Do you have controls to ensure that environmental requirements are considered?		
12	Do you consider the life cycle of products and services when you design them?		
13	Do you consider how products and services will be designed, developed, produced, assembled, manufactured, delivered, stored, used, re-used, and recycled or disposed of?		
14	Do you communicate your requirements to product and service designers?		
15	Do you plan the implementation of your organization's EMS processes?		
16	Do you clarify the operating criteria that your EMS processes must meet?		
17	Do you plan how to implement and control the processes that you need in order to meet environmental management system (EMS) requirements?		
18	Do you plan how to influence or control outsourced processes?		
19	Do you define the type of influence or control that you plan to apply?		
20	Do you plan how to implement and control the processes that you need in order to implement your organization's EMS actions?		

ORGANIZATION:	YOUR LOCATION:	
COMPLETED BY:	DATE COMPLETED:	
REVIEWED BY:	DATE REVIEWED:	
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21	Do you plan how to implement and control the actions that must be taken in order to address the risks that could affect your environmental performance?		
22	Do you plan how to implement and control the actions that you need in order to address your significant environmental aspects?		
23	Do you plan how to implement and control the actions that you need in order to address your compliance obligations?		
24	Do you plan how to implement and control the actions that you need in order to address your risks and opportunities?		
25	Do you plan how to implement and control the actions that must be taken in order to achieve your environmental objectives?		
26	Did you develop controls for your environmental management processes?		
27	Did you consider using personnel to control your organization's processes?		
28	Did you consider using procedures to control your organization's processes?		
29	Did you consider using technologies to control your organization's processes?		
30	Did you consider using methodologies to control your organization's processes?		
31	Did you consider using monitoring methods to control processes?		
32	Did you consider using measurement methods to control processes?		
33	Did you consider using error prevention methods to control processes?		
34	Did you consider using information management methods to control processes?		
35	Did you establish and implement your organization's EMS processes?		
36	Do you control and maintain your organization's EMS processes?		
37	Do you use operating criteria to help control processes?		
38	Do you control the changes that you make to EMS processes?		
39	Do you review uncontrolled changes to EMS processes and actions?		
40	Do you review unintended effects and consequences when changes are made?		

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41	Do you mitigate adverse effects and consequences when changes are made?		
42	Do you use documents to show that EMS processes were implemented?		
43	Do you use documents to show that processes are carried out as planned?		
44	Do you maintain and control your organization's EMS documents and records?		

#### 8.2 ESTABLISH YOUR EMERGENCY PREPAREDNESS AND RESPONSE PROCESSES

45	Have you established emergency preparedness and response processes?		
46	Did you establish processes to prepare for potential emergency situations?		
47	Do you prepare for potential environmental emergency situations?		
48	Do you ensure that your emergency responses consider the magnitude of the environmental emergency?		
49	Do you ensure that your emergency responses consider potential environmental impacts and consequences?		
50	Do you plan how to prevent or mitigate adverse environmental impacts?		
51	Do you plan actions to prevent or mitigate adverse environmental impacts?		
52	Did you establish processes to respond to potential emergency situations?		
53	Do you test response processes and actions on a regular basis (if practicable)?		
54	Do you revise processes and actions when tests indicate that this is necessary?		
55	Do you respond to environmental emergency situations when they occur?		
56	Do you prevent or mitigate the consequences of each emergency?		
57	Do you ensure that actions consider the magnitude of each emergency?		
58	Do you ensure that actions consider potential environmental impacts?		
59	Do you maintain emergency preparedness and response processes?		
60	Do you provide emergency preparedness and response training and information?		

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61	Do you ensure that personnel under your control are ready to respond?		
62	Do you ensure that all relevant interested parties are ready to respond?		
63	Do you document emergency preparedness and response processes and activities?		
64	Do you use records to show that processes are being carried out as planned?		
65	Do you maintain and control emergency preparedness and response records?		
66	Do you review emergency preparedness and response processes and actions?		
67	Do you evaluate processes and actions after an emergency has occurred?		
68	Do you ensure that environmental emergency responses are appropriate?		
69	Do you revise processes and actions whenever shortcomings are discovered?		

For each question, three answers are possible: YES, NO, or N/A. A YES answer means you're in compliance with the standard, a NO answer means you're not in compliance, while an N/A answer means that a question is not applicable in your situation. NO answers identify gaps that exist between the standard and your organization's practices while N/A answers point to items that aren't applicable in your case. All gaps must be filled and all N/A answers must be justified and explained before you can say that your organization's environmental management system (EMS) complies with the ISO 14001 2015 standard.

Please answer each question by recording one of these three answers in the cell to the right of each question. To the right of your answers you will also find a column that you can use to record any comments or observations you might have. In the spaces below, please enter the name and location of your organization, who completed this page, who reviewed it, and the dates.

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