
SELF-ASSESSMENT WORKSHEET

ISO 14001:2026 — Environmental Management

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1

Get the right people together

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2

Read each clause and the evidence prompt

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3

Write what you actually do today

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4

Rate honestly from 0 to 3

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5

Agree actions, owners and due dates

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6

Summarise and review

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

CLAUSES 1-3

Scope, references and definitions

These opening clauses explain what ISO 14001:2026 covers, list any documents it relies on and define its key terms. They contain no requirements you are audited against.

Evidence to look for: Read the definitions once — words like 'shall', 'interested party' and 'documented information' have precise meanings in an audit.

Examples of suitable evidence

- ✓ Copy of the current ISO 14001 standard
- ✓ Reference list of documents cited by the standard
- ✓ Staff briefing slides explaining the standard’s scope
- ✓ Glossary of environmental terms used in company procedures

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 4

Context of the organisation

Understand environmental conditions that affect you and that you affect, the needs of interested parties (neighbours, regulators, customers) and set the scope of the environmental management system.

Evidence to look for: A scope covering sites and activities, plus a register of issues including climate change considerations.

Examples of suitable evidence

- ✓ Context review recording flood risks and impacts on nearby watercourses
- ✓ Interested parties register listing neighbours, regulators, customers and their requirements
- ✓ Approved environmental management system scope identifying sites, activities and exclusions
- ✓ Meeting minutes reviewing climate change relevance and local environmental conditions

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 5

Leadership

Top management must own the environmental system: set the policy, assign roles and responsibilities, provide resources and make it part of normal business decisions. Responsibility can be delegated; accountability cannot.

Evidence to look for: Directors can explain the policy, review results at board level and remove obstacles. A signed policy alone is not enough.

Examples of suitable evidence

- ✓ Environmental policy signed by the managing director
- ✓ Organisation chart showing environmental responsibilities and reporting lines
- ✓ Approved budget allocating funding for spill prevention equipment
- ✓ Board minutes considering environmental impacts when approving new machinery

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 6

Planning

Identify environmental aspects (what you do that touches the environment) and their significant impacts, your compliance obligations (environmental law and permits) and risks and opportunities; set environmental objectives.

Evidence to look for: An aspects and impacts register, a legal register you actually check, and objectives such as waste or energy reductions.

Examples of suitable evidence

- ✓ Environmental aspects register showing significance scores and life-cycle considerations
- ✓ Compliance obligations register listing applicable legislation, permits and customer requirements
- ✓ Environmental risks and opportunities register with planned actions
- ✓ Environmental objectives plan stating targets, owners, budgets and completion dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 7

Support

Provide the people, competence, awareness, communication, infrastructure and controlled documents and records the environmental system needs.

Evidence to look for: Training is based on the work people actually do, current instructions are easy to find and old versions are withdrawn.

Examples of suitable evidence

- ✓ Training matrix and competence assessments for staff handling hazardous waste
- ✓ Staff induction attendance records covering environmental policy and spill reporting
- ✓ Environmental communications log recording regulator correspondence and responses to neighbours
- ✓ Controlled document register showing procedure owners, versions and review dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 8

Operation

Control activities linked to significant aspects, take a life-cycle view where you can influence it (design, purchasing, transport, end of life), and prepare for and test responses to environmental emergencies such as spills.

Evidence to look for: Operating controls for waste, chemicals and emissions, contractor briefings, and a spill drill record.

Examples of suitable evidence

- ✓ Completed bund inspection checklists for the oil storage area
- ✓ Purchasing specification requiring recyclable packaging and supplier take-back arrangements
- ✓ Environmental emergency plan covering spills, drain protection and emergency contacts
- ✓ Spill drill report recording response times, observations and follow-up actions

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 9

Performance evaluation

Monitor environmental performance, evaluate compliance with legal and other obligations, run internal audits and hold management reviews.

Evidence to look for: A periodic compliance evaluation with evidence, plus trend data on waste, energy, water or emissions.

Examples of suitable evidence

- ✓ Monthly environmental dashboard showing electricity use, water consumption and waste tonnage
- ✓ Completed compliance evaluation checklist with permit checks and supporting records
- ✓ Internal environmental audit report recording findings and sampled evidence
- ✓ Management review minutes recording performance trends, decisions and assigned actions

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 10

Improvement

When something goes wrong, deal with the immediate effect, find the root cause, take action so it does not recur and check the action worked. Keep improving the system over time.

Evidence to look for: A nonconformity is only closed when you have evidence the cause was fixed — not when the form is completed.

Examples of suitable evidence

- ✓ Spill incident report recording containment, clean-up and affected drains
- ✓ Root cause investigation identifying why a waste container leaked
- ✓ Corrective action log recording owners, deadlines and effectiveness checks
- ✓ Improvement project report showing reduced solvent use against baseline figures

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

NOTE

2026 transition

ISO 14001:2026 is the current edition. Organisations certified to the 2015 edition move across within the transition period set by accreditation bodies.

Evidence to look for: Plan a gap review against the 2026 changes before your next surveillance or recertification audit.

Examples of suitable evidence

- ✓ Copy of the current standard held in the document library
- ✓ Accreditation body transition guidance saved in the certification folder
- ✓ Certification body correspondence confirming the organisation’s transition audit arrangements
- ✓ Transition gap assessment and action plan with owners and deadlines

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact