
ISO 14001:2026 Environmental Management Systems Manual

[Company Name]

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Table 1 Environmental Systems Manual Revision Index

Revision	Issue Date	Revision Description
A		Initial Issue
B		Change of structure and modifications relevant to the transition to the new version of ISO 14001:2026

Table 2 Environmental Systems Manual Distribution Index

Control Number	Issued to

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[Sections 1–3 — Introduction, Scope, Reference Documents, and Terms & Definitions — are included in the full purchased manual. This preview continues below with a complete sample section.]

Section 4: Context of the Organization

4.1 Understanding the Organization and its Context

The Organization's leadership defines the context of the organization – a set of internal issues (internal context) and external issues (external context), that are relevant to the Organization's objectives and strategic directions of development that affect the organization's ability to achieve planned results. These issues include environmental conditions that are affected or may be affected by the organization.

Activities to monitor, analyze, and communicate the information about the internal and external context include three components:

- gathering of information and analysis of the components of internal and external context in EMS processes;
- communication of information about the context inside the organization;
- use of information about the context of the organization.

4.1.1 Gathering of information and analysis of the components of internal and external context are carried out as follows.

- 1) During Management review (sec. 9.3) the components of the context of the organization are analyzed:
 - The Organization management factors such as organizational structure, the use of risk management in decision-making, etc.;
 - EMS performance indicators;
 - The overall performance indicators of the organization, including financial results;
 - Resource factors including infrastructure and processes operation conditions;
 - Factors affecting the production environment, such as the demands of trade unions, statutory and regulatory requirements, including occupational safety and environmental protection;
 - Political factors, including political stability, government investment, local infrastructure, international trade agreements.
 - Issues related to climate change.
- 2) During the Control of documented information (sec. 7.5), analysis is conducted and information is created about external context components, relevant to current international, national, industry standards and legislation.
- 3) When the Department of Environmental Management interacts with the state supervisory authorities, information

on compliance obligations related to the environmental conditions of the region is formed.

- 4) The Department of Environmental Management creates information on environmental conditions related to climate, air quality, water, land use, existing pollution levels, availability of natural resources and biological diversity that can either influence the organization's intentions or be affected by its environmental issues.
- 5) In Control of personnel (sec. 7.1, sec. 7.2) analysis is conducted and information is created on internal context components, relevant to:
 - state, issues and perspectives of personnel development, including competence requirements, EMS training programs, knowledge transfer forms and corporate culture, social programs;
 - cultural and demographic factors;
 - social factors including unemployment, state of education level, public holidays and working days.
- 6) In Design and development of products and (or) services analysis is conducted and information is created on internal context components, relevant to scientific and technical factors, including new technologies, materials, and equipment and their potential effect on the environment.
- 7) In Production and service provision information is created and analysis of production factors and environmental issues (sec. 6.1.2) is conducted.

4.1.2 Distribution of information about the context of the organization is carried out:

- In internal and external communication (sec.7.4).
- Within the control of documented information framework (sec. 7.5).
- In EMS personnel training (sec.7.2).
- In the Management Review (sec. 9.3).

4.1.3. Information about the context of the organization is used:

- when defining the scope of the EMS (sec. 4.3.);
- in the EMS development, implementation, provision and continual improvement (sec. 4.4.);
- in the Management Review when elaborating the strategic directions of development, environmental policy and organization development programs (sec. 9.3.);
- when carrying actions to address risks and opportunities, including the work with environmental aspects (sec.6.1);
- in operational planning and control (sec.8.1).

4.2 Understanding Requirements and Expectations of Interested Parties

Interaction of the Organization with the interested parties (Table 3) includes:

- defining interested parties relevant to the EMS;
- monitoring and analysis of interested parties' needs and expectations.

Defining interested parties relevant to the EMS is carried out in the management review (sec.9.3).

Monitoring and analysis of interested parties' needs and expectations is conducted on a regular basis in accordance with Table 3.

Table 3 Monitoring and Analysis of Interested Parties Needs and Expectations

Interested party	Basic Needs and Expectations of the Interested Party	Form of Information about Interested Parties Needs and Expectations
Owners Stakeholders	Minimization of risks and losses, including penalties. Increase of market capitalization	Shareholders (owners) Meetings minutes – reviewed by the Leadership

Interested party	Basic Needs and Expectations of the Interested Party	Form of Information about Interested Parties Needs and Expectations
State via Legislative and regulatory bodies (local, regional, state / provincial, national or international)	Clean environment, as the State sustainable development component. Compliance with national laws and international standards	Compliance obligations are reviewed by the Department of Environmental Management
Society	Absence of negative impact on human health and the environment	External communication (sec.7.4.3)
Employees	Minimizing negative impact on health	Internal communication (sec.7.4.2)
Customers	Absence of negative impact of products or services on the customers' health. Moral satisfaction from the fact that the customer does not pollute the environment when using products or services.	Customer relations information - analyzed and used in advertising by marketing and sales services

The two-way communication is carried out between the organization and the interested parties, that includes the transfer of information about the organization's activities and the EMS.

The results of monitoring and analysis of the interested parties' needs and expectations are considered:

- when defining the scope of the EMS (sec. 4.3.);
- in the Management Review (sec. 9.3);
- in operational planning and control (sec.8.1).

4.3 Determining the Scope of the Environmental Management System

The Scope of the Organization EMS is established based on the factors presented in fig. 1.

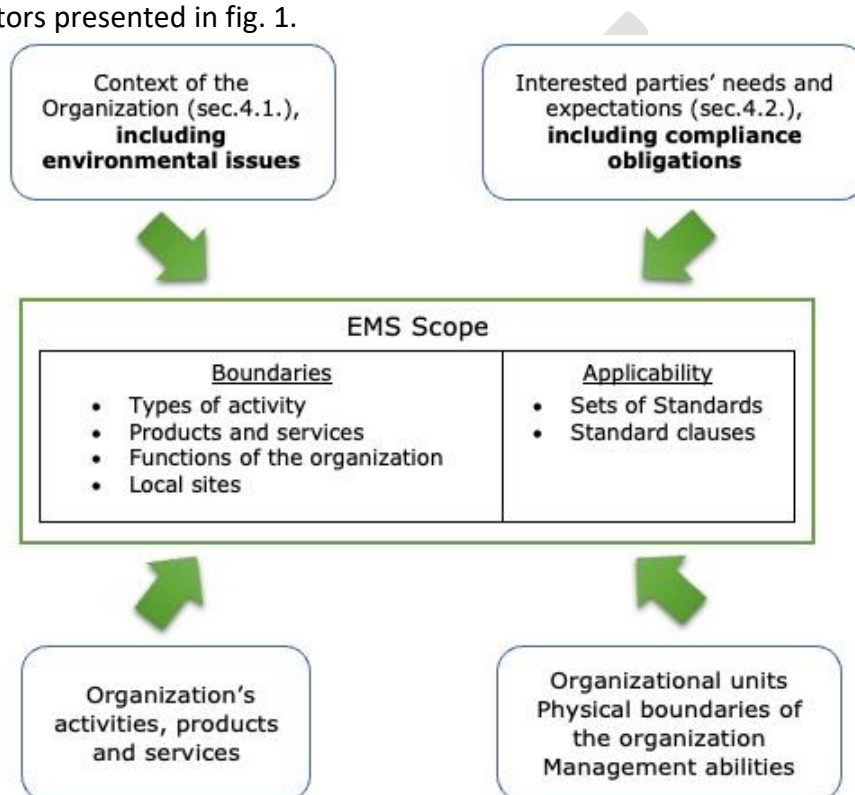


Fig. 1 Diagram of factors that are considered when defining scope of the Organization EMS.

The Scope of the **Organization** EMS covers:

- All processes of the **Organization's** subdivisions [*list the subdivisions/processes if anything is excluded*];

- All sites of the Organization [*list the sites if anything is excluded*];
- Products covered by the EMS:
- **All** requirements of international standard ISO 14001:2026.

The information about the scope of the EMS is available to all interested parties via communication (sec.7.4).

[Rest of Section 4, sections 5–8 — Leadership, EMS Planning, Support, and Operation — are included in the full purchased manual. This preview continues below with one more complete sample section.]

Section 9: Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

The **Organization** conducts monitoring, measurement, analysis and evaluation of environmental indicators to:

- demonstrate the implementation of environmental policy and achievement of environmental objectives;
- manage significant environmental aspects and minimize relevant negative environmental impacts;
- meet compliance obligations that the organization committed to comply with;
- control of water, energy and raw materials consumption to ensure compliance with the planned indicators;
- ensure environmental objectives and programs fulfilment.
- provide data to interested parties to confirm the environmental efficiency of the organization;
- obtaining data EMS effectiveness evaluation;
- identify and eliminate causes of negative environmental impacts, develop positive experiences and ensure continual improvement of suitability, adequacy and effectiveness of EMS, monitor feedback from environmental culture deployment (sec.10.3)

The Organization identifies the objects of monitoring and measurement (9.1.1.a); methods of monitoring, measurement, analysis and evaluation (9.1.1.b); the criteria by which the organization evaluates its environmental performance (9.1.1.c); frequency of monitoring and measurement (9.1.1.d); frequency of analysis and evaluation of monitoring and measurement results (9.1.1.e).

The requirements for monitoring and measurements are determined by the Environmental management department head, or on behalf of, based on the analysis of current legislation and environmental objectives.

- a) Environmental aspects characteristics are the objects for monitoring and measurement.

Monitoring and measurement are carried out in the production process and in the implementation of auxiliary processes, including maintenance and repair. At the same time, the production process and auxiliary processes can be operated by the personnel of the organization and (or) contractors.

- b) Methods of monitoring, measurement, analysis and evaluation to ensure reliable results are determined in control of resources for monitoring and measurement of environmental characteristics (sec.7.1.2).

Monitoring and measurement procedures are reviewed when:

- technology of production changes;
- sources of pollution of external and working environment are excluded (or introduced);
- obligations are prescriptions by inspecting authorities;
- by decision of the organization's management.

- c) Environmental indicators criteria are established based on analysis of existing legislation and environmental objectives.

The criteria are used to evaluate:

- fuel, electricity and heat consumption;
- operation of gas treatment and dust collection facilities;
- water consumption (drainage);
- quality and quantity of discharged sewage;

- amount of waste, packaging materials and containers.

d) Frequency of monitoring and measurement

The state of environmental protection in structural subdivisions is monitored at regular intervals shift based, daily, weekly and monthly. Effectiveness of the frequency of monitoring and measurement should be analyzed periodically (for example biannually) and results recorded.

Operational monitoring and measurement consist of:

- Shift supervisor conducts shift based* monitoring of the environmental state before the shift begins. Results are recorded in the daily inspection journal of the production subdivision.
- Structural subdivision leader (or a deputy) and environmental management department employee conduct daily monitoring of the environmental state. Monitoring covers entire territory of the production subdivision and all its sections. The results are recorded in the daily inspection journal of the production subdivision.

* **Note:** Shift based monitoring of the state of environmental protection is carried out at the organizations with continuous production.

Non-production structural subdivision leader conducts weekly monitoring of the environmental state. Subdivision leader's order is issued based on the analyzing of monitoring results.

In all structural subdivisions in scope of the EMS, a Commission conducts complex monthly monitoring of the environmental state, labor protection, and fire safety. Commission members are approved by the order of the director. The results are recorded in the act.

In addition, significant environmental aspects are monitored in the EMS (sec.6.1.4). The frequency of monitoring of significant environmental aspects is given in Table 4.

Measurements of environmental aspects characteristics are carried out by the organization's environmental laboratory or by third-party organizations that have appropriate credentials. The list

of monitored indicators and the frequency of measurements are determined by the monitoring and measurement methodologies (sec.7.1.2).

Unscheduled measurements of environmental aspects characteristics are conducted in the following cases:

- if environmental aspects characteristics exceed the permissible level (repeated measurements),
- in the event of an emergency,
- when complaints are received from legal entities, organizations, or the public,
- on written request of the environmental management department head, senior management and structural subdivision leaders.

Based on the results of measurements of the environmental aspects characteristics, the environmental laboratory (or the contractor) prepares a report and sends it to the Environmental management department. Environmental management department head provides analysis of the results.

e) Frequency of analysis and evaluation of monitoring and measurement results.

Analysis and evaluation of monitoring and measurement results are conducted at meetings of various levels:

- During shift-based production meetings* the results of environmental protection state monitoring is reviewed (shift supervised sets up the meeting). The results are recorded in the minutes.
- During daily briefing the results of monitoring environmental protection state are reviewed among other things (CTO sets up the meetings). The results are recorded in the minutes.
- During monthly EMS meetings generalized analysis of structural subdivisions environmental protection state monitoring results, the results of actions with respect to significant environmental aspects (sec.6.1.4), and actions to address risks and opportunities are carried out (environmental management department head arranges the

meeting). Measures to reduce the adverse or increase the favorable environmental impacts are developed and implemented. The results are documented in minutes.

- During coordinating council meetings (sec.9.3) the results of complex monthly monitoring of the environmental protection state, labor protection, and fire safety in structural subdivisions within the scope of the EMS are reviewed among other things. The results are documented in minutes.

*Note: Monthly production meetings are conducted at the organizations with continuous production.

Calibrated or verified measuring equipment (ME) are used for monitoring and measurement. ME control (sec.7.1.2.b) includes:

- ME purchase;
- ME labeling;
- ME registration;
- Control of ME in the processes;
- ME calibration or verification;
- ME status identification;
- Actions when a nonconforming ME is identified;
- ME repair;
- ME storage;
- ME disposal.

The relevant information on environmental indicators is reported to the structural subdivisions (sec.7.4.2) and external organizations (sec.7.4.3).

The Organization maintains the following documented information as evidence of results of monitoring, measurement, analysis, and evaluation:

- Production subdivision shift inspection* journal;
- Production subdivision daily inspection journal;
- Non-production subdivisions orders based on the results of weekly monitoring and analysis of environmental protection state;
- Acts of Comprehensive monthly monitoring of environment state, labor protection and fire safety;

- Reports from environmental laboratory (or contractor) based on environmental characteristics measurements;
- Minutes of shift production meetings* (items relevant to the results of monitoring of environmental protection state);
- Minutes of daily operating briefings (items relevant to the results of monitoring of environmental protection state);
- Monthly EMS meetings minutes
- Environmental objectives and programs fulfilment monitoring acts;
- Effectiveness of the external providers monitoring acts;
- Effectiveness of the monitoring frequency analyses acts;
- Coordinating council minutes (sec.9.3)
- Documented information of significant environmental aspects monitoring results (Table 4).

*Note: Shift production meetings are conducted at the organizations with continuous production.

9.1.2 Evaluation of compliance

Definition of compliance obligations, enforcement of compliance and maintenance of documented information on compliance obligations are carried out in accordance with sec. 6.1.3.

Evaluation of compliance is carried out in the following directions:

- Evaluation of emissions of pollutants into the atmosphere;
- Evaluation of discharges of pollutants with wastewater;
- Evaluation of generated, recycled, and disposed solid waste;
- Evaluation of the energy carrier consumption;
- Licenses up to date adequacy.

Evaluation of compliance is carried out quarterly by the Department of Environmental Management based on the data obtained at the level of:

- The Organization - the results of measurement of environmental aspects characteristics (sec.9.1.1);
- Structural subdivision – the reports of EMS commissioners on the equipment operation time, discharged wastewater

amounts, generated, recycled, disposed solid waste amounts.

Environmental Management Department Head provides preparation of documented information on the results of compliance evaluation:

- Fuel, heat and electricity consumption report;
- Gas treatment and dust collection facilities operation report;
- Side methods water consumption (drainage) registration report;
- Discharged wastewater quality and quantity registration report;
- Solid waste, packaging and containers registration report and waste management.

The results compliance evaluation are reviewed at meetings of various levels (sec.9.1.1.e), including Coordination council (sec.9.3.d). When identifying trends in compliance obligations implementation, projects are initiated to address the causes of negative trends and (or) develop the causes of positive trends (sec.10.3) and records are retained.

9.2 Internal Audit

In the **Organization** Internal EMS audit process is carried to achieve the following objectives:

a) Provide information on whether the EMS conforms to:

- the organization's own EMS requirements (**suitability**);
- the requirements of International Standard ISO 14001:2026 (**adequacy**).

b) Identify and ensure prevention or reduction of undesired effects, including environmental aspects and relevant environmental impacts.

c) Identify and ensure enhancement of the desirable effects, including environmental aspects and relevant environmental impacts.

d) Provide information on whether the EMS is effectively implemented and maintained (**effectiveness**).

Control of internal audit program includes four stages:

- Audit planning (sec.9.2.1);
- Audit preparation and conducting (sec.9.2.2);
- Results presentation and Audit Report (sec.9.2.3);
- 'Internal Audit' Process analysis and improvement (sec.9.2.4).

Environmental Management Department head controls internal audit program.

[End of preview. Rest of Section 9 and section 10 (Improvement) and all remaining content are included in the full purchased manual. Visit the [product page](#) to purchase the complete ISO 14001:2026 Environmental Management Systems Manual.]

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