

Key Requirements Checklist for Achieving ISO 9001 and ISO 14001 Certification

ISO 9001 and ISO 14001 share many of the same principles, with both focused on building strong management practices, managing risks and driving continual improvement. ISO 9001 looks at quality across your organisation, while ISO 14001 focuses on environmental management, but the way you meet their requirements is often very similar. This checklist breaks down the key similarities whilst also highlighting the differences between the two standards.



ISO 9001

1	Determine the context of the organisation, any relevant interested parties and the risks or opportunities relating to these.
2	Define the scope of the Quality Management System (QMS) and the certification.
3	Create documented processes that describe the organisation's operations, including any inputs, outputs and controls to ensure processes achieve their intended outcomes.
4	Ensure senior management demonstrate leadership , provide sufficient resources and assign clear responsibilities across the organisation.
5	Establish and communicate a Quality Policy .
6	Establish and communicate measurable quality objectives .
7	Control any changes to the QMS to ensure they are carefully planned before implementation.
8	Establish a means of document control to ensure that only correct versions are in use.
9	Identify any infrastructure and equipment used and establish a maintenance/calibration programme .
10	Record what skills, competencies and organisational knowledge are required for each employee and how those have been obtained.
11	Ensure product/service supply processes enable a consistent product/service to be delivered in accordance with customer requirements .
12	Determine controls on externally provided processes, products and services to enable a consistent product/service to be delivered in accordance with customer requirements.
13	Obtain customer feedback .
14	Conduct monitoring and measurement to demonstrate the effective operation of processes.
15	Conduct an internal audit and create an internal audit plan.
16	Hold a management review , review key areas of the management system, record decisions, conclusions and actions agreed.
17	Demonstrate how the QMS has been subject to continual improvement .
18	Undergo an external certification assessment by an accredited certification body.

ISO 14001

Complete?	1	Determine the context of the organisation, any relevant interested parties and the risks or opportunities relating to these.	Complete?
☐	2	Determine the needs and expectations of interested parties and determine which of these are compliance obligations.	☐
☐	3	Define the scope of the Environmental Management System (EMS) and the certification.	☐
☐	4	Create documented EMS Processes/Environmental operational controls that describe the organisation's operations, including any inputs, outputs and controls to ensure processes achieve their intended outcomes.	☐
☐	5	Ensure senior management demonstrate leadership , provide sufficient resources and assign clear responsibilities across the organisation.	☐
☐	6	Establish and communicate an Environmental Policy .	☐
☐	7	Determine the risks and opportunities related to the organisation's environmental aspects, compliance obligations and other issues .	☐
☐	8	Plan actions to address significant environmental aspects, compliance obligations and risks and opportunities .	☐
☐	9	Establish and communicate measurable environmental objectives .	☐
☐	10	Establish awareness and communication processes to ensure employees understand environmental requirements and their role.	☐
☐	11	Establish a means of document control to ensure that only correct versions are in use.	☐
☐	12	Obtain customer feedback .	☐
☐	13	Conduct monitoring and measurement to demonstrate the effective operation of EMS Processes/ Environmental operational controls.	☐
☐	14	Conduct an internal audit and create an internal audit plan.	☐
☐	15	Hold a management review , review key areas of the management system, record decisions, conclusions and actions agreed.	☐
☐	16	Demonstrate how the EMS has been subject to continual improvement .	☐
☐	17	Undergo an external certification assessment by an accredited certification body.	☐
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