

ISO 14001:2026 – mandatory documents and records checklist

While your Environmental Management System (EMS) does not need every element to be formally documented, ISO 14001:2026 specifies certain documented information that must be available. The standard defines documented information as:

“Information required to be controlled and maintained by an organisation and the medium on which it is contained.” (Clause 3.3.2)

This includes documents and records in any format, held on any medium and obtained from any source. Examples include processes, guidance, policies and other information established, maintained or referenced as part of your EMS.

DOCUMENTATION = *information created in order for the organisation to operate (e.g. environmental policy, environmental objectives).*

RECORDS = *evidence of results achieved (e.g. internal audit reports, evidence of compliance evaluation).*

The checklist below sets out the documents and records required by the standard:

Documents

- ☐ Scope of the EMS (Clause 4.3)
- ☐ Environmental policy (Clause 5.2)
- ☐ Criteria for evaluation of Significant Environmental Aspects (Clause 6.1.2)
- ☐ Planning processes for environmental aspects, compliance obligations, risks and opportunities, planning action - to the extent necessary (Clause 6.1.5)
- ☐ Instructions or controls needed to manage operations with environmental impacts- to the extent necessary (Clause 8.1)
- ☐ Emergency preparedness processes - to the extent necessary (Clause 8.2)

Records

- ☐ Environmental aspects with associated environmental impacts (Clause 6.1.2)

- ☐ Significant Environmental Aspects (Clause 6.1.2)
- ☐ Compliance obligations: documented legal requirements and other compliance obligations the organisation must follow (Clause 6.1.3)
- ☐ Risk and opportunities that need to be addressed (Clause 6.1.4)
- ☐ Environmental objectives (Clause 6.2)
- ☐ Competency evidence (training, skills, experience and qualifications) (Clause 7.2)
- ☐ Evidence of internal and external environmental communications (Clause 7.4)
- ☐ Evidence of monitoring and measurement results including calibration (Clause 9.1.1)
- ☐ Records of compliance evaluation (Clause 9.1.2)
- ☐ Internal audit programme and evidence of implementation (Clause 9.2.2)
- ☐ Internal audit results (Clause 9.2.2)
- ☐ Management review results (Clause 9.3)
- ☐ Records detailing nonconformities, actions taken and the results of corrective actions (Clause 10.2)

**Please note that the standard also requires evidence for certain other requirements, such as organisational context and interested parties, but this evidence does not have to be maintained as formal documented information.*

