MANUAL

Environmental Management System Manual

The environmental management system manual of [Company Name]. It demonstrates, clause by clause, how the organisation meets the requirements of ISO 14001:2026, and provides traceability between each requirement and the supporting documented information. It covers clauses 4 to 10 and includes the process map, documentation hierarchy, cross-reference matrix, controlled-document list, environmental performance indicators and organisation charts.

DOCUMENT NO	REVISION	EFFECTIVE DATE	OWNER
MAN-01	**[Revision]**	**[Date]**	**[Designation Here]**

Scope, Normative References and Terms

3.1 Scope of the environmental management system

The environmental management system of [Company Name] applies to the design support, manufacture, surface treatment (chemical pre-treatment and powder coating), assembly, warehousing and dispatch of precision sheet-metal fabrications, CNC-machined components and injection-moulded plastic parts at the site at [Address], [City], [Country], together with all supporting functions on that site including maintenance, utilities and administration. The scope was determined under QP-01 by considering the internal and external issues, the compliance obligations, the organisational units, functions and physical boundaries, the activities, products and services, and the organisation's authority and ability to exercise control and influence over the life cycle. There are no exclusions: all activities, products and services within the site boundary are included in the EMS. The scope statement is maintained as documented information (QF-01-03) and is available to interested parties.

3.2 Normative references

ISO 14001:2026 contains no normative references; clause 2 of the standard states that there are no normative references. The organisation nonetheless maintains access to relevant guidance, including the informative Annex A of the standard, and to the legal and other requirements recorded in its compliance register (QF-04-01).

3.3 Terms and definitions

The organisation uses the terms and definitions of clause 3 of ISO 14001:2026. Where a procedure relies on a rating scale, threshold or decision rule, that scale is defined in full within the procedure itself. A consolidated list of abbreviations is given in Annex G. The organisation follows the clarifications in Annex A.3 of the standard, in particular the distinction between "appropriate" and "applicable", between "consider" and "take into account", and between "outcome" and "result".

3.4 Documented information maintained by the EMS

ISO 14001:2026 requires certain documented information to be available. The organisation maintains the items below, together with any further documented information it determines necessary for the effectiveness of the EMS. Each item is controlled under QP-10 and traceable through the cross-reference matrix in Annex C.

Documented information required	Clause	Where held
Environmental policy	5.2	POL-01
EMS scope	4.3	QF-01-03; Section 3.1

PROCEDURE

Environmental Aspects and Impacts

The procedure by which [Company Name] identifies the environmental aspects of its activities, products and services across a life-cycle perspective, evaluates their impacts, and determines which are significant using established criteria. It satisfies ISO 14001:2026 clauses 6.1.1 and 6.1.2.

DOCUMENT NO	REVISION	EFFECTIVE DATE	OWNER
QP-03	**[Revision]**	**[Date]**	**[Designation Here]**

Document Control

Field	Detail
Document number	QP-03
Title	Environmental Aspects and Impacts
Version / Revision	Version 1 / Rev [Revision]
Date of issue	[Date]
Prepared by	ISO Consultant Panel
Reviewed by	[Name], [Designation Here]
Approved by	[Name], [Designation Here]
Standard(s) addressed	ISO 14001:2026

Revision History

Version	Date	Description of change	Author	Approval
1 / Rev [Revision]	[Date]	First issue of the controlled document.	ISO Consultant Panel	[Name]

Contents

SECTION 1

Purpose

This procedure defines how [Company Name] determines the environmental aspects and associated impacts of its activities, products and services, and how it identifies those that have or can have a significant environmental impact. The intended outcome is a complete, current and defensible register of aspects and significant aspects that drives the organisation's compliance work, risks and opportunities, objectives and operational controls, in fulfilment of ISO 14001:2026 clauses 6.1.1 and 6.1.2.

SECTION 2

Scope

This procedure applies to all activities, products and services within the EMS scope at the site in [City], [Country], across a life-cycle perspective covering acquisition of raw materials, design, production, transport and delivery, use, and end-of-life treatment and disposal. It covers normal and abnormal operating conditions and potential emergency situations. It applies to aspects the organisation can control and those it can influence.

SECTION 3

References

- ISO 14001:2026, clauses 6.1.1 and 6.1.2.
- QP-01 Context (activities and scope inputs); QP-04 Compliance Obligations; QP-05 Risks and Opportunities; QP-06 Objectives; QP-11 Operational Control; QP-12 Emergency Preparedness.
- WI-03-01 Aspects and Impacts Significance Evaluation; T-01 Aspects Significance Calculator.
- QF-03-01 Aspects and Impacts Register; QF-03-02 Aspect Identification Worksheet; QF-03-03 Significant Aspects Summary.

SECTION 4

Definitions and Scales

All rating scales, the scoring model and the significance threshold used in this procedure are defined here in full, so the procedure is self-contained. The same scales are built into the significance calculator (T-01) and the work instruction (WI-03-01).

Term	Definition
Environmental aspect	An element of the organisation's activities, products or services that interacts or can interact with the environment.
Environmental impact	A change to the environment, adverse or beneficial, wholly or partly resulting from an aspect.
Life-cycle perspective	Consideration of aspects at each life-cycle stage: raw-material acquisition, design, production, transport, use, and end-of-life.
Significant aspect	An aspect that has or can have a significant environmental impact, determined by the criteria in 4.3.

4.1 Severity scale (environmental consequence)

Level	Severity	Description
1	Negligible	No lasting effect; nuisance only; fully contained on site.
2	Minor	Small, short-term, reversible effect; within normal operating limits.
3	Moderate	Measurable local effect; recoverable; approaches a limit or consent.
4	Major	Significant effect; breach of a limit or permit; off-site effect likely; hazardous material.
5	Severe	Serious or widespread effect; major release; long-term or irreversible harm.

4.2 Likelihood scale (frequency or probability)

Level	Likelihood	Description

6.1.1	Establish, implement and maintain the process for 6.1.2 to 6.1.5, held as documented information.	Whole procedure; QF-03-01/02/03
6.1.2	Determine aspects and impacts across a life-cycle perspective for what is controlled and influenced.	Steps 6.1, 6.2; QF-03-01
6.1.2	Take into account normal/abnormal conditions, change, and potential emergency situations.	Step 6.3
6.1.2	Determine significant aspects using established criteria.	Section 4.3; steps 6.4, 6.5
6.1.2	Communicate significant aspects across levels and functions.	Step 6.6; QP-08
6.1.2	Maintain documented information: aspects/impacts, criteria, significant aspects.	Step 6.6; Records

	FORM **Environmental Aspects and Impacts Register** Associated procedure: QP-03 | [Company Name]	**QF-03-01** Rev [Revision] Issue: [Date]

Register of environmental aspects, associated impacts and significance for each activity, product and service. Significance = Severity x Likelihood; significant if High (12-25), or a compliance obligation applies, or interested-party concern is high. Satisfies ISO 14001:2026 clause 6.1.2.

1 IDENTIFICATION

ORGANISATION	AREA / PROCESS
PREPARED BY	**DATE**
REVIEWED BY	**NEXT REVIEW**

2 EMBEDDED SIGNIFICANCE SCALE

Severity (S)	Likelihood (L)
1 Negligible	1 Rare
2 Minor	2 Unlikely
3 Moderate	3 Possible
4 Major	4 Likely
5 Severe	5 Almost certain

Score = S x L (1-25). Bands: Low 1-5, Medium 6-11, High 12-25. Significant if High, OR a compliance obligation applies, OR interested-party concern is high.

3 ASPECTS AND IMPACTS REGISTER

Activity	Aspect	Impact	Cond.	S	L	Score	Significant / reason

SAMPLE FILLED FORM

Environmental Aspects and Impacts Register

Associated procedure: QP-03 | [Company Name]

QF-03-01

Rev [Revision]
Issue: [Date]

Register of environmental aspects, associated impacts and significance for each activity, product and service. Significance = Severity x Likelihood; significant if High (12-25), or a compliance obligation applies, or interested-party concern is high. Satisfies ISO 14001:2026 clause 6.1.2.

1 IDENTIFICATION

ORGANISATION [Company Name]	**AREA / PROCESS** Coating line
PREPARED BY EMS Manager	**DATE** 20 May 2026
REVIEWED BY [Name]	**NEXT REVIEW** May 2027

2 EMBEDDED SIGNIFICANCE SCALE

Severity (S)	Likelihood (L)
1 Negligible	1 Rare
2 Minor	2 Unlikely
3 Moderate	3 Possible
4 Major	4 Likely
5 Severe	5 Almost certain

Score = S x L (1-25). Bands: Low 1-5, Medium 6-11, High 12-25. Significant if High, OR a compliance obligation applies, OR interested-party concern is high.

3 ASPECTS AND IMPACTS REGISTER

Activity	Aspect	Impact	Cond.	S	L	Score	Significant / reason
Wet-paint touch-up	VOC emission to air	Air pollution	Normal	4	4	16	Yes - High + permit
Solvent cleaning	VOC + solvent waste	Air pollution; haz waste	Normal	4	3	12	Yes - High + haz-waste rule
Curing oven	Natural-gas combustion	GHG; climate	Normal	4	4	16	Yes - High
Pre-treatment	Trade effluent	Water pollution	Normal	4	3	12	Yes - High + consent

FORM

Life-Cycle Environmental Requirements Checklist

Associated procedure: QP-11 | [Company Name]

QF-11-05

Rev [Revision]
Issue: [Date]

Works through environmental requirements across the life cycle for a new/modified product or significant procurement. Satisfies ISO 14001:2026 clause 8.1.

1 SUBJECT

PRODUCT / PROCUREMENT	ASSESSED BY
DATE	CHANGE REF

2 LIFE-CYCLE REQUIREMENTS

Life-cycle stage	Environmental requirement	Addressed? (Y/N)
Raw materials		
Design		
Production		
Procurement		
Transport		
Use / end-of-life		

This documentation toolkit was developed by the consultant panel of isofolder.

3 APPROVAL

Assessed by	Reviewed by
Name: **Signature:** **Date:**	**Name:** **Signature:** **Date:**