



Rules for the certification of Environmental Management Systems

Effective from September 15th, 2015

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Technical rules



This rule is divided into 3 sections depending on the requested certification service:

Section 1:

Certification of Environmental Management Systems in conformity with ISO14001:2015

Section 2:

Certification of Environmental Management Systems in conformity with ISO14001:2004

Section 3:

Transition of certification from ISO14001:2004 to ISO14001:2015



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SECTION 1: CERTIFICATION OF ENVIRONMENTAL MANAGEMENT SYSTEM IN CONFORMITY WITH ISO14001:2015

CHAPTER 1 GENERAL

1.1

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Environmental Management Systems in relation to what is already defined in the

General Rules for the Certification of Management Systems

The paragraphs of these Rules refer to (and maintain the same numbering of) the corresponding paragraphs of the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

1.2

RINA issues certification in accordance with the requirements of the ISO/IEC 17021:2011 Standard to organizations whose Management System has been recognized as fully conforming to all the requirements of the

ISO 14001:2015 standard

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

In addition to what is stated in the General Rules for the Certification of Management Systems, to obtain RINA certification an Environmental Management System must first and henceforth satisfy the requirements of ISO 14001 and the additional requirements of the accreditation bodies (e.g.: ACCREDIA documents "RT-09").

CHAPTER 3 INITIAL CERTIFICATION

3.1

In addition to what is defined in the General Rules for the Certification of Management Systems, the Organization is to inform RINA of any activities/sites excluded from the scope of application of the Environmental Management System, for the purpose of checking the admissibility of such exclusions

3.4

In addition to what is stated in the General Rules for the Certification of Management Systems, together with or following the certification request, the Organization is to make the following documents available to RINA:

- description of EMS scope including all activities, products and services covered by it;
- risks and opportunities of the EMS;
- list of the environmental authorizations held by the organization and a list of the environmental fulfilments applicable to the organization by filling in the "List of environmental authorizations and fulfilments" (attached to the offer) or providing equivalent documentation.

RINA examines the above documents for conformity with the reference standard and with the requirements of these Rules.

CHAPTER 4

MAINTENANCE OF CERTIFICATION

4.2

In addition to what is stated in the General Rules for the Certification of Management Systems, the organization must keep records of:

- environmental aspects/impacts;
- environmental accidents/emergencies on the site/s and other events that could have had negative effects on the environment;
- any complaints received concerning environmental impacts;
- any observations or reports from national or local authorities responsible for environmental control

and must make them available to RINA together with the relative corrective action implemented during the periodic audits.

The organisation must keep RINA informed of any observations/remarks from national or local authorities responsible for environmental control and of any situations of legislative non-compliance related to all the organisation's activities, regardless of the field of application of the Environmental Management System.

CHAPTER 6

PERFORMANCE OF AUDIT

6.1.3

In addition to what is stated in p. 3.6 of the General Rules for the Certification of Management Systems, the term non-conformity also refers to a situation such as to reduce the capacity of the

management system to ensure control of environmental aspects/impacts and/or compliance with legislation.¹

CHAPTER 9

SPECIAL PROCEDURES FOR MULTI-SITE ORGANISATIONS

9.1

In addition to what is stated in the General Rules for the Certification of Management Systems, also the following activities are to be managed by the organization's head office:

- environmental site analysis;
- modification of associated aspects and impacts for environmental management systems.

¹ Legal requirements mean:

- Legal limits and/or provisions;
- Limits and/or provisions indicated on authorisations or other regulatory documents, etc

SECTION 2: CERTIFICATION OF ENVIRONMENTAL MANAGEMENT SYSTEMS IN CONFORMITY WITH ISO14001:2004

CHAPTER 1 GENERAL

1.1

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Environmental Management Systems in relation to what is already defined in the

General Rules for the Certification of Management Systems

The paragraphs of these Rules refer to (and maintain the same numbering of) the corresponding paragraphs in the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

1.2

RINA provides certification in accordance with the requirements of the UNI CEI EN ISO/IEC 17021:2011 Standard to organizations whose Management System has been recognized as fully conforming to all the requirements of the

ISO 14001:2004 standard

ISO14001:2004 certifications can be issued within the end of the transition period.

Certificates issued in conformity with ISO14001:2004 will expire on 15th September 2018, date of the end of transition period.

To maintain its environmental management system, an Organization that is certified in accordance with ISO14001:2004 must perform transition to new edition of ISO14001:2015 according to the section 3 of this RINA rule, within 15th September 2018.

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

In addition to what is stated in the General Rules for the Certification of Management Systems, to obtain RINA certification an Environmental Management System must first and henceforth satisfy the requirements of ISO 14001 and the additional requirements of the accreditation bodies (e.g.: ACCREDIA documents "RT-09").

Section 2:
Certification of Environmental Management Systems in conformity with ISO14001:2004

2.2

In addition to what is stated in the General Rules for the Certification of Management Systems, to obtain Environmental Management System certification, the organization must:

2.2.1 have performed a preliminary environmental analysis of the site/s, including:

- a description of the type of activity carried out at the site/s for which Environmental Management System certification is requested;
- the identification of the environmental aspects associated with the Organization's activities and related impacts;

2.2.2 have prepared a manual:

- defining the scope of the Environmental Management System, describing the main system elements and their interactions and containing or referring to the relative documented procedures;
- taking into consideration the requirements of the standard and giving a description, not necessarily detailed, of the resources and procedures used to ensure compliance with these requirements
- containing a suitable description of the company organization

2.2.3

An Environmental Management System is considered as being fully operative when:

- the significant environmental aspects have been assessed and identified

CHAPTER 3 INITIAL CERTIFICATION

3.1

In addition to what is defined in the General Rules for the Certification of Management Systems, the Organizations is to inform RINA of any activities/sites excluded from the scope of application of the Environmental Management System, for the purpose of checking the admissibility of such exclusions

3.4

In addition to what is stated in the General Rules for the Certification of Management Systems, together with or following the certification request, the Organization is to make the following documents available to RINA:

- final report of the preliminary site analysis including the layout of the site/s;
- environmental management manual describing the Environmental Policy, Objectives and Programme/s and the Environmental Management System of the Organization (last valid revision);
- organization chart;
- list of internal procedures which are relevant in terms of environmental management;
- list of the environmental authorizations held by the organization and a list of the environmental fulfillments applicable to the organization by filling in the "List of environmental

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- authorizations and fulfilments" (attached to the offer) or providing equivalent documentation;
- copy of the Chamber of Commerce registration certificate or an equivalent document, certifying the existence of the organization and describing the activity it performs;
 - list of current operational yards, describing the activities performed there, if applicable.

RINA examines the above documents for conformity with the reference standard and with the requirements of these Rules.

CHAPTER 4

MAINTENANCE OF CERTIFICATION

4.2

In addition to what is stated in the General Rules for the Certification of Management Systems, the organization must keep records of:

- environmental aspects/impacts;
- environmental accidents/emergencies on the site/s and other events that could have had negative effects on the environment;
- any complaints received concerning environmental impacts;
- any observations or reports from national or local authorities responsible for environmental control

and must make them available to RINA together with the relative corrective action implemented during the periodic audits.

The organisation must keep RINA informed of any observations/remarks from national or local authorities responsible for environmental control and of any situations of legislative non-compliance related to all the organisation's activities, regardless of the field of application of the Environmental Management System.



CHAPTER 6 PERFORMANCE OF AUDIT

6.1.3

In addition to what is stated in the General Rules for the Certification of Management Systems, non-conformity also means a situation such as to reduce the capacity of the management system to ensure control of environmental aspects/impacts and/or compliance with legislation.²

CHAPTER 7 MANAGEMENT OF CERTIFICATES OF CONFORMITY

7.1

ISO14001:2004 Certificates will expire on 15th September 2018.

CHAPTER 9 SPECIAL PROCEDURES FOR MULTI-SITE ORGANISATIONS

9.1

In addition to what is stated in the General Rules for the Certification of Management Systems, also the following activities are to be managed by the organization's head office:

- environmental site analysis;
- modification of associated aspects and impacts for environmental management systems

² Legal requirements mean:

- Legal limits and/or provisions;
- Limits and/or provisions indicated on authorisations or other regulatory documents, etc.

SECTION 3: TRANSITION OF CERTIFICATION FROM ISO 14001:2004 TO ISO 14001:2015

A.0 GENERAL

This section applies when an Organization certified in compliance with ISO14001:2004 asks for transition to the new edition of the standard ISO14001:2015.

To obtain RINA ISO14001:2015 certification an Environmental Management System must first and henceforth satisfy the requirements of ISO 14001:2015 and the additional requirements of the accreditation bodies

The Organization must demonstrate to have correctly implemented and acted the elements of change, for example it must demonstrate:

- to have considered its context defining the scope of environmental management system and planning the management system based on its risks and opportunities
- that the planning and operational control of environmental management system is consistent with life cycle perspective

A.1 TRANSITION APPLICATION

During the transition period, the certified Organization can decide to perform transition to the new standard:

1. during a surveillance audit (with possible audit time increase)
2. during a recertification audit
3. between two scheduled audits

An authorized representative of the applicant organization has to submit a transition request to RINA.

Only in case of an increase of audit time, RINA prepares a suitable offer limited to the transition audit.

On receipt of the application for transition, RINA sends to the Organization the document "SELF ASSESSMENT QUESTIONNAIRE FOR TRANSITION" that has to be properly filled in, including any necessary documentation.

A.2 PERFORMANCE OF AUDITS

Transition audit is divided into two steps:

- documental review of the elements of change, based on the "SELF ASSESSMENT QUESTIONNAIRE FOR TRANSITION" and on documented information required by ISO14001:2015
- on-site audit to assess the fulfilment of the new requirements of ISO14001:2015

With regard to the execution of the audits, what is stated in the General Rules for the Certification of Management Systems applies.

During the transition period, if any major non conformities are raised as per ISO 14001:2015 and not closed within the terms foreseen by the General Rules for the certification of Management Systems, these non conformities will not negatively affect maintenance of current certification provided that it is obviously verified that the environmental management system is always compliant with ISO 14001:2004.

The dates and the extension of the following audits for maintenance of the certification remain the same as per three-year surveillance programme.

A.3 ISSUE OF THE CERTIFICATE IN CONFORMITY WITH ISO14001:2015

Following the successful outcome of the transition audit and the approval by RINA, a certificate of conformity with new edition of the standard is issued; the validity will be calculated based on the Organization's three-year audit cycle.

A.4 VALIDITY OF THE CERTIFICATES IN CONFORMITY WITH ISO14001:2015

ISO14001:2004 Certificates will expire on 15th September 2018.

After the expiry date of its ISO14001:2004 certificate, an Organization that needs to obtain an ISO14001:2015 certification, must submit a new application for certification following the requirements of the initial certification.



RINA

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Publication: RC/C 36
English edition

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