

ISO 14001:2015 GAP ANALYSIS TEMPLATE

Environmental Management Systems | Downloadable Website Resource

Use this template to compare your current environmental management practices against ISO 14001:2015 requirements and identify gaps before certification assessment.

Prepared for organizations planning ISO 14001:2015 certification, EMS implementation review, environmental compliance improvement, or internal readiness evaluation.

Pacific Certifications provides independent third-party certification services. This template is intended as an educational and self-assessment resource and does not replace the formal certification assessment process.

Contact: support@pacificcert.com | www.pacificcert.com

How to Use This Gap Analysis Template

- Review each clause area and compare it with existing policies, procedures, operational controls, records, and environmental performance data.
- Record evidence already available and clearly identify missing controls, incomplete documentation, or weak implementation practices.
- Assign responsibilities and target dates for gap closure so the organization can track readiness before certification assessment.
- Use the results to prepare an action plan, prioritize legal compliance risks, and strengthen the Environmental Management System.

Suggested Status Definitions

Status	Meaning
Compliant	Requirement is documented, implemented, and supported by objective evidence.
Partially Compliant	Some controls or records exist, but implementation is incomplete or inconsistent.
Gap Identified	Requirement is missing, weak, undocumented, or not effectively implemented.
Not Applicable	Requirement is not applicable based on scope, activities, environmental aspects, and context. Justification should be recorded.



Gap Analysis Summary

Complete this summary before or after the clause-wise review to capture the organization profile and overall readiness level.

Organization Name	
Location(s) / Site(s)	
Scope of EMS	
Key Activities / Processes	
Main Environmental Aspects	
Applicable Legal and Other Requirements	
Number of Employees	
Review Date	
Reviewed By	

Overall Readiness Rating

Area	Strong	Needs Improvement	Critical Gap
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ISO 14001:2015 Clause-Wise Gap Analysis Checklist

Use the worksheet below during document review, site walkthroughs, legal compliance checks, process interviews, and evidence sampling. The clause descriptions are summarized for self-assessment purposes.

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
4.1 Context of the organization	Has the organization identified internal and external issues affecting the EMS and environmental performance?	Context analysis, strategic review, environmental conditions, stakeholder inputs	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
4.2 Interested parties	Are relevant interested parties and their environmental expectations identified and reviewed?	Interested party register, customer/legal/community requirements	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
4.3 EMS scope	Is the EMS scope defined, justified, documented, and aligned with activities, products, services, and sites?	EMS scope statement, site list, exclusions/limitations	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
4.4 EMS processes	Are EMS processes established, maintained, and integrated with business operations?	Process map, EMS manual, procedures, interaction matrix	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
5.1 Leadership and commitment	Does top management demonstrate accountability for EMS effectiveness and integration?	Management meeting records, objectives, resource decisions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
5.2 Environmental policy	Is the environmental policy appropriate, documented, communicated, and available to interested parties?	Approved policy, communication records, website/internal display	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
5.3 Roles and responsibilities	Are EMS roles, responsibilities, and authorities assigned and understood?	Responsibility matrix, job descriptions, appointment letters	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.1.1 Risks and opportunities	Are EMS risks and opportunities identified and linked to context, aspects, obligations, and performance?	Risk register, opportunity log, action plans	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.1.2 Environmental aspects	Are environmental aspects and significant impacts determined using defined criteria?	Aspect-impact register, significance criteria, lifecycle considerations	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.1.3 Compliance obligations	Are legal and other environmental requirements identified, accessible, and evaluated?	Legal register, permits, consent conditions, compliance calendar	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.1.4 Planning action	Are actions planned to address significant aspects, obligations, risks, and opportunities?	EMS plans, operational controls, risk treatment actions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
6.2 Environmental objectives	Are measurable environmental objectives established and monitored at relevant levels?	Objectives, targets, KPI dashboard, responsibility records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.2.2 Planning to achieve objectives	Are actions, resources, responsibilities, timelines, and evaluation methods defined for objectives?	Environmental programs, action plans, monitoring schedule	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.1 Resources	Are adequate resources provided for EMS implementation, control, monitoring, and improvement?	Budget, tools, monitoring equipment, staffing plan	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.2 Competence	Are persons performing EMS-related work competent based on education, training, or experience?	Training records, competence matrix, evaluation records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.3 Awareness	Are employees aware of policy, significant aspects, contribution to EMS, and consequences of nonconformity?	Awareness records, toolbox talks, induction content	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.4 Communication	Are internal and external EMS communications planned, controlled, and retained where required?	Communication matrix, stakeholder communications, complaints records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.5 Documented information	Are EMS documents and records controlled for creation, approval, access, retention, and change control?	Document control procedure, master list, revision records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1 Operational planning and control	Are operational controls established for significant aspects and outsourced processes?	SOPs, work instructions, inspection records, contractor controls	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1 Lifecycle perspective	Are lifecycle stages considered where the organization can control or influence environmental impacts?	Design/procurement controls, supplier requirements, disposal instructions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.2 Emergency preparedness	Are potential environmental emergencies identified and response arrangements tested?	Emergency plans, drill records, spill response kits, incident reports	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.1 Monitoring and measurement	Are key environmental characteristics monitored, measured, analyzed, and evaluated?	Monitoring plan, calibration records, emission/waste/water/energy data	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.1.2 Evaluation of compliance	Is compliance with legal and other requirements evaluated at planned intervals?	Compliance evaluation reports, permit checks, corrective actions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
9.2 Internal review	Are internal EMS reviews conducted objectively against ISO 14001 and organizational requirements?	Internal review plan, reports, checklists, findings, follow-up records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.3 Management review	Does top management review EMS performance, changes, risks, objectives, and improvement needs?	Management review minutes, inputs, outputs, action tracking	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
10.1 Improvement	Are improvement opportunities identified and implemented to enhance EMS performance?	Improvement register, environmental initiatives, performance trends	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
10.2 Nonconformity and corrective action	Are EMS nonconformities investigated, corrected, and reviewed for effectiveness?	NCRs, root cause analysis, corrective action closure evidence	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
10.3 Continual improvement	Is the EMS continually improved based on performance results, reviews, and changes?	Improvement plans, KPI trends, management actions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				



Gap Closure Action Plan

Use this section to prioritize corrective actions and track closure before applying for ISO 14001:2015 certification.

Priority	Gap / Issue	Action Required	Responsible Person	Due Date	Closure Evidence	Status

Key Environmental Evidence Checklist

- Environmental policy, EMS scope, context review, interested party list, and process interaction records.
- Environmental aspect-impact register, compliance obligations register, permits, consents, and compliance evaluation records.
- Environmental objectives, monitoring results, waste records, energy/water data, emissions or discharge records where applicable.
- Operational control procedures, emergency preparedness plans, drill records, spill response arrangements, and contractor controls.
- Competence records, communication records, internal review results, management review outputs, nonconformity records, and improvement actions.

Certification Readiness Notes

Organizations should close major documentation and implementation gaps before certification assessment. Particular attention should be given to significant environmental aspects, legal compliance obligations, emergency preparedness, operational control, and evidence of continual improvement.

For ISO 14001:2015 certification support, application review, and quotation, contact Pacific Certifications at support@pacificcert.com.

Call to Action

Ready to begin ISO 14001:2015 Certification? Email support@pacificcert.com or visit www.pacificcert.com to request application support, certification cost evaluation, and downloadable resources.

