

ISO14001 DIS 中英文对照

1 Scope

1. 范围

This international Standard specifies requirements for an environmental management system to enable an organization to formulate a policy and objectives taking into account legislative requirements and information about significant environmental impacts. It applies to those environmental aspects which the organization can control and over which it can be expected to have an influence. It does not itself state specific environmental performance criteria.

本标准规定了对环境管理体系的要求，使一个组织能够根据法律要求和重大环境影响信息，制定环境方针与目标。它适用于那些可为组织所控制，以及可能希望组织对其施加影响的环境因素。但它本身并未提出具体的环境表现（行为）准则。

This international Standard is applicable to any organization that wishes to

本标准适用于任何有下列愿望的组织：

- a) implement, maintain and improve an environmental management system;
a) 实施、保持并改进环境管理体系；
- b) assure itself of its conformance with its stated environmental policy;
b) 使自己确信能符合所声明的环境方针；
- c) demonstrate such conformance to others;
c) 向外界展示符合性；
- d) seek certification/registration of its environmental management system by an external organization;
d) 寻求外部组织对其环境管理体系的认证/注册；
- e) make a self-determination and self-declaration of conformance with this international Standard.
e) 对符合本标准的情况进行自我鉴定和自我声明。

All the requirements in this International Standard are intended to be incorporated into any environmental management system. The extent of the application will depend on such factors as the environmental policy of the organization, the nature of its activities and the conditions in which it operates. This International Standard also provides, in annex A, informative guidance on the use of the specification.

本标准中所有的要求都适用于任何一个环境管理体系。其应用程度取决于组织的环境方针、活动性质、运行条件等因素。本标准还在附录 A 中对如何使用本规范提供了提示性的指南。

The scope of any application of this International Standard must be clearly identified.

对于本标准的任何应用，都应明确界定其范围。

NOTE - For ease of use, the subclause of the specification and annex A have related numbers; thus, for example, 4.3.3 and A.3.3 both deal with environmental objectives and targets, and 4.5.4 and A.5.4 both deal with environmental management system audit.

注：为使用方便起见，“规范”部分和附录 A 中的条目采用了互相对应的序号，例如，4.3.3 和 A.3.3 的内容都是关于环境目标和指标的叙述，4.5.4 和 A.5.4 的内容都是关于环境管理体系审核等。

2 Normative references

2. 引用标准

There are no normative references at present.

目前尚无引用标准。

3 Definitions

3. 定义



For the purposes of this International Standard, the following definitions apply.

下列定义适用于本标准：

3.1 continual improvement

3.1 持续改进

process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.

强化环境管理体系的过程，目的是根据组织的环境方针，实现对整体环境表现（行为）的改进。

NOTE - The process need not take place in all areas of activity simultaneously.

注：该过程不必同时发生于活动的各个方面。

3.2 environment

3.2 环境

surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

组织运行活动的外部存在，包括空气、水、土地、自然资源、植物、动物、人，以及它们之间的相互关系。

NOTE - Surroundings in this context extend from within an organization to the global system.

注：从这一意义上，外部存在从组织内延伸到全球系统。

3.3 environmental aspect

3.3 环境因素

element of an organization's activities, products or services that can interact with the environment

一个组织的活动、产品或服务中能与环境发生相互作用的要素。

NOTE - A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

注：重要环境因素是指具有或能够产生重大环境影响的环境因素。

3.4 environmental impact

3.4 环境影响

any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services

全部或部分地由组织的活动、产品或服务给环境造成的任何有害或有益的变化。

3.5 environmental management system

3.5 环境管理体系

the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

整个管理体系的一个组成部分，包括为制定、实施、实现、评审和保持环境方针所需的组织机构、计划活动、职责、惯例、程序、过程和资源。

3.6 environmental management system audit

3.6 环境管理体系审核

a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's environmental management system conforms to the environmental management system audit criteria set by the organization, and for communication of the results of this process to management.

客观地获取审核证据并予以评价，以判断组织的环境管理体系是否符合所规定的环境管理体系审核准则的一个以文件支持的系统化验证过程，包括将这一过程的结果呈报管理者。

3.7 environmental objective



3.7 环境目标

overall environmental goal, arising from the environmental policy. that an organization sets itself to achieve, and which is quantified where practicable.

组织依据其环境方针规定自己所要实现的总体环境目的，如可行应予以量化。

3.8 environmental performance

3.8 环境表现（行为）

measurable results of the environmental management system. related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

组织基于其环境方针、目标和指标，对它的环境因素进行控制所取得的可测量的环境管理体系结果。

3.9 environmental policy

3.9 环境方针

statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

组织对其全部环境表现（行为）的意图与原则的声明，它为组织的行为及环境目标和指标的建立提供了一个框架。

3.10 environmental target

3.10 环境指标

detailed performance requirement, quantified where practicable. applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

直接来自环境目标，或为实现环境目标所需规定并满足的具体的环境表现（行为）要求，它们可适用于组织或其局部，如可行应予以量化。

3.11 interested party

3.11 相关方

individual or group concerned with or affected by the environmental performance of an organization

关注组织的环境表现（行为）或受其环境表现（行为）影响的个人或团体。

3.12 organization

3.12 组织

company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private. that has its own functions and administration

具有自身职能和行政管理的公司、集团公司、商行、企事业单位、政府机构或社团，或是上述单位的部分或结合体，无论其是否法人团体、国营或私营。

NOTE - For organizations with more than one operating unit, a single operating unit may be defined as an organization.

注:对于拥有一个以上运行单位的组织，可以把一个运行单位视为一个组织。

3.13 prevention of pollution

3.13 污染预防

use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes. control mechanisms, efficient use of resources and material substitution

旨在避免、减少或控制污染而对各种过程、惯例、材料或产品的采用，可包括再循环、处理、过程更改、控制机制、资源的有效利用和材料替代等。

NOTE - The potential benefits of prevention of pollution include the reduction of adverse environmental impacts.

Improved efficiency and reduced costs.

注:污染预防的潜在利益包括减少有害的环境影响、提高效益和降低成本。



4 Environmental management system requirements

4 环境管理体系要求

4.1 General requirements

4.1 总要求

The organization shall establish and maintain an environmental management system, the requirements of which are described in the whole of clause 4.

组织应建立并保持环境管理体系。本章描述了对环境管理体系的要求。

4.2 Environmental policy

4.2 环境方针

Top management shall define the organization's environmental policy and ensure that it
最高管理者应制定本组织的环境方针并确保它:

- a) is appropriate to the nature, scale and environmental impacts of its activities, products or services;
a) 适合于组织活动、产品或服务的性质、规模与环境影响
- b) includes a commitment to continual improvement and prevention of pollution;
b) 包括对持续改进和污染预防的承诺;
- c) includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the organization subscribes;
c) 包括对遵守有关环境法律、法规和组织应遵守的其它要求的承诺;
- d) provides the framework for setting and reviewing environmental objectives and targets;
d) 提供建立和评审环境目标和指标的框架;
- e) is documented, implemented and maintained and communicated to all employees;
e) 形成文件, 付诸实施, 予以保持, 并传达到全体员工;
- f) is available to the public.
f) 可为公众所获取。

4.3 Planning

4.3 规划 (策划)

4.3.1 Environmental aspects

4.3.1 环境因素

The organization shall establish and maintain (a) procedure(s) to identify the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence in order to determine those which have or can have significant impacts on the environment. The organization shall ensure that the aspects related to these significant impacts are considered in setting its environmental objectives.

组织应建立并保持一个或多个程序, 用来确定其活动、产品或服务中它能够控制, 或可望对其施加影响的环境因素, 从中判定那些对环境具有重大影响, 或可能具有重大影响的因素。组织应确保在建立环境目标时, 对与这些重大影响有关的因素加以考虑。

The organization shall keep this information up-to-date.

组织应及时更新这方面的信息。

4.3.2 Legal and other requirements

4.3.2 法律与其他要求

The organization shall establish and maintain a procedure to identify and have access to legal and other requirements to which the organization subscribes, that are applicable to the environmental aspects of its activities,



products or services.

组织应建立并保持程序，用来确定适用于其活动、产品或服务中环境因素的法律，以及其它应遵守的要求，并建立获取这些法律和要求的渠道。

4.3.3 Objectives and targets

4.3.3 目标和指标

The organization shall establish and maintain documented environmental objectives and targets, at each relevant function and level within the organization.

组织应针对其内部每一有关职能和层次，建立并保持环境目标和指标。环境目标和指标应形成文件。

When establishing and reviewing its objectives, an organization shall consider the legal and other requirements, its significant environmental aspects, its technological options and its financial, operational and business requirements, and the views of interested parties.

组织在建立与评审环境目标时，应考虑法律与其他要求，它自身的重要环境因素、可选技术方案、财务、运行和经营要求，以及各相关方的观点。

The objectives and targets shall be consistent with the environmental policy, including the commitment to prevention of pollution.

目标和指标应符合环境方针，并包括对预防污染的承诺。

4.3.4 Environmental management programme(s)

4.3.4 环境管理方案

The organization shall establish and maintain (a) programme(s) for achieving its objectives and targets. It shall include

组织应制定并保持一个或多个旨在实现环境目标和指标的环境管理方案，其中应包括：

- a) designation of responsibility for achieving objectives and targets at each relevant function and level of the organization;
- a) 规定组织的每一有关职能和层次实现环境目标和指标的 职责，
- b) the means and time-frame by which they are to be achieved.
- b) 实现目标和指标的方法和时间表。

If a project relates to new developments and new or modified activities, products or services, programme(s) shall be amended where relevant to ensure that environmental management applies to such projects.

如果一个项目涉及到新的开发和新的或修改的活动、产品或服务，就应对有关方案进行修订，以确保环境管理与该项目相适应。

4.4 Implementation and operation

4.4 实施与运行

4.4.1 Structure and responsibility

4.4.1 组织机构和职责

Roles, responsibility and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

为便于环境管理工作的有效开展，应当对作用、职责和权限作出明确规定、形成文件，并予以传达。

Management shall provide resources essential to the implementation and control of the environmental management system. Resources include human resources and specialized skills, technology and financial resources.

管理者应为环境管理体系的实施与控制提供必要的资源，其中包括人力资源和专项技能、技术以及财力资源。

The organization's top management shall appoint (a) specific management representative(s) who, irrespective of



other responsibilities, shall have defined roles, responsibilities and authority for

组织的最高管理者应指定专门的管理者代表，无论他（们）是否还负有其他方面的责任，应明确规定其作用、职责和权限，以便：

a) ensuring that environmental management system requirements are established, implemented and maintained in accordance with this international Standard;

a) 确保按照本标准的规定建立、实施与保持环境管理体系 要求；

b) reporting on the performance of the environmental management System to top management for review and as a basis for improvement of the environmental management system.

b) 向最高管理者汇报环境管理体系的运行情况以供评审， 并为环境管理体系的改进提供依据。

4.4.2 Training, awareness and competence

4.4.2 培训、意识与能力

The organization shall identify training needs. It shall require that all personnel, whose work may create a significant impact upon the environment, have received appropriate training.

组织应确定培训的需求。应要求其工作可能对环境产生重大影响的所有人员都经过相应的培训。

It shall establish and maintain procedures to make its employees or members at each relevant function and level aware of

应建立并保持一套程序，使处于每一有关职能与层次的人员都意识到：

a) the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;

a) 符合环境方针与程序和符合环境管理体系要求的重要性

b) the significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;

b) 他们工作活动中实际的或潜在的重大环境影响，以及个人工作的改进所带来的环境效益；

c) their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;

c) 他们在执行环境方针与程序，实现环境管理体系要求， 包括应急准备与响应要求方面的作用与职责；

d) the potential consequences of departure from specified operating procedures.

d) 偏离规定的运行程序的潜在后果。

Personnel performing the tasks which can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience.

从事可能产生重大影响的工作的人员应具备适当的教育、培训和（或）工作经验，从而胜任他所担负的工作。

4.4.3 Communication

4.4.3 信息交流

With regard to its environmental aspects and environmental management system. the organization shall establish and maintain procedures for

组织应建立并保持一套程序，用于有关其环境因素和环境管理体系的

a) internal communication between the various levels and functions of the organization;

a) 组织内各层次和职能间的内部信息交流；

b) receiving, documenting and responding to relevant communication from external interested parties.

b) 与外部相关方联络的接收、文件形成和答复。

The organization shall consider processes for external communication on its significant environmental aspects and



record its decision.

组织应考虑对涉及重要环境因素的外部联络的处理，并记录其决定。

4.4.4 Environmental management system documentation

4.4.4 环境管理体系文件

The organization shall establish and maintain information. in paper or electronic form, to

组织应以书面或电子形式建立并保持下列信息：

a) describe the core elements of the management system and their interaction;

a) 对管理体系核心要素及其相互作用的描述；

b) provide direction to related documentation.

b) 查询相关文件的途径。

4.4.5 Document control

4.4.5 文件控制

The organization shall establish and maintain procedures for controlling all documents required by this International Standard to ensure that

组织应建立并保持一套程序，以控制本标准所要求的所有文件，从而确保：

a) they can be located;

a) 文件便于查找；

b) they are periodically reviewed, revised as necessary and approved for adequacy by authorized personnel;

b) 对文件进行定期评审，必要时予以修订并由授权人员确认其适宜性；

c) the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the environmental management system are performed;

c) 凡对环境管理体系的有效运行具有关键作用的岗位，都可能得到有关文件的现行版本；

d) obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use;

d) 迅速将失效文件从所有发放和使用场所撤回，或采取其他措施防止误用；

e) any obsolete documents retained for legal and/or Knowledge preservation purposes are suitably identified.

e) 对出于法律和（或）保留信息的需要而留存的失效文件予以标识。

Documentation shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of document.

所有文件均须字迹清楚，注明日期（包括修订日期），标识明确，妥善保管，并在规定期间内予以留存。

应规定并保持有关建立和修改各种类型文件的程序与职责。

4.4.6 operational control

4.4.6 运行控制

The organization shall identify those operations and activities that are associated with the identified significant environmental aspects in line with its policy, objectives and targets. The organization shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by

组织应根据其方针、目标和指标，确定与所标识的重要环境因素有关的运行与活动。应针对这些活动（包括维护工作）制定计划，确保它们在程序规定的条件下进行。程序的建立应符合下述要求：

a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;

a) 对于缺乏程序指导可能导致偏离环境方针和目标与指标的运行，应建立并保持一套以文件支持的程序；

b) stipulating operating criteria in the procedures;



b) 在程序中对运行标准予以规定；

c) establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors.

c) 对于组织所使用的产品和服务中可标识的重要环境因素，应建立并保持一套管理程序，并将有关的程序与要求通报供方和承包方。

4.4.7 Emergency preparedness and response

4.4.7 应急准备和响应

The organization shall establish and maintain procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

组织应建立并保持一套程序，以确定潜在的事故或紧急情况，做出响应，并预防或减少可能伴随的环境影响。

The organization shall review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

必要时，特别是在事故或紧急情况发生后，组织应对应急准备和响应的程序予以评审和修订。

The organization shall also periodically test such procedures where practicable.

可行时，组织还应定期试验上述程序。

4.5 Checking and corrective action

4.5 检查和纠正措施

4.5.1 Monitoring and measurement

4.5.1 监测和测量

The organization shall establish and maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. This shall include the recording of information to track performance, relevant operational controls and conformance with the organization's environmental objectives and targets.

组织应建立并保持一套以文件支持的程序，对可能具有重大环境影响的运行与活动的关键特性进行例行监测和测量。其中应包括对环境表现、有关的运行控制、对组织环境目标和指标符合情况的跟踪信息进行记录。

Monitoring equipment shall be calibrated and maintained and records of this process shall be retained according to the organization's procedures.

监测设备应予校准并妥善维护，并根据组织的程序保存校准与维护记录。

The organization shall establish and maintain a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.

组织应建立并保持一个以文件支持的程序，以定期评价对有关环境法律、法规的遵循情况。

4.5.2 Nonconformance and corrective and preventive action

4.5.2 不符合，纠正与预防措施

The organization shall establish and maintain procedures for defining responsibility and authority for handling and investigating nonconformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

组织应建立并保持一套程序，用来规定有关的职责和权限，对不符合进行处理与调查，采取措施减少由此产生的影响，采取纠正与预防措施并予完成。

Any corrective or preventive action taken to eliminate the causes of actual and potential nonconformances shall be



appropriate to the magnitude of problems and commensurate with the environmental impact encountered.

任何旨在消除已存在和潜在不符合的原因的纠正或预防措施，应与该问题的严重性和伴随的环境影响相适应。

The organization shall implement and record any changes in the documented procedures resulting from corrective and preventive action.

对于纠正与预防措施所引起对程序文件的任何更改，组织均应遵照实施并予以记录。

4.5.3 Records

4.5.3 记录

The organization shall establish and maintain procedures for the identification, maintenance and disposition of environmental records. These records shall include training records and the results of audits and reviews.

组织应建立并保持一套程序，用来标识、保存与处置有关环境管理的记录。这些记录中还应包括培训记录和审核与评审结果。

Environmental records shall be legible, identifiable and traceable to the activity¹ product or service involved. Environmental records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded.

环境记录应字迹清楚，标识明确，具备对相关活动、产品或服务的可追溯性。对环境记录的保存和管理应使之便于查阅，避免损坏、变质或遗失。应规定其保存期限并予以记录。

Records shall be maintained¹ as appropriate to the system and to the organization, to demonstrate conformance to the requirements of this International Standard.

组织应保存记录，在对其体系及自身适宜时，用来证明符合本标准的要求。

4.5.4 Environmental management system audit

4.5.4 环境管理体系审核

The organization shall establish and maintain(a) programme(s) and procedures for periodic environmental management system

audits to be carried out, in order to

组织应制定并保持用于定期开展环境管理体系审核的一个或多个方案和一些程序，进行审核的目的是：

a) determine whether or not the environmental management system

a) 判定环境管理体系：

1) conforms to planned arrangements for environmental management including the requirements of this International Standard; and

1) 是否符合对环境管理工作的预定安排和本标准的要求；

2) has been properly implemented and maintained; and

2) 是否得到了正确的实施和保持。

b) provide information on the results of audits to management.

b) 向管理者报送审核结果。

The organization's audit programme, including any schedule, shall be based on the environmental importance of the activity concerned and the results of previous audits. In order to be comprehensive, the audit procedures shall cover the audit scope, frequency and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results.

组织的审核方案（包括时间表）的制定，应立足于所涉及活动的环境重要性和以前审核的结果。为全面起见，审核程序中应包括审核的范围、频次和方法，以及实施审核和报告结果的职责与要求。

4.6 Management review



4.6 管理评审

The organization's top management shall, at intervals that it determines, review the environmental management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

组织的最高管理者应按其规定的时间间隔，对环境管理体系进行评审，以确保体系的持续适用性、充分性和有效性。管理评审过程应确保收集必要的信息，以供管理者进行评价工作。评审工作应形成文件。

The management review shall address the possible need for changes to policy, objectives and other elements of the environmental management system, in the light of environmental management system audit results, changing circumstances and the commitment to continual improvement. 管理评审应根据环境管理体系审核的结果、不断变化的客观环境和持续改进的承诺，指出对方针、目标以及环境管理体系的其他要素加以修正的可能的需要。

