Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Identify interested parties, their needs and expectations, and which become compliance obligations	The organisation identifies the interested parties relevant to the EMS, their relevant needs and expectations, and determines which of those needs and expectations become compliance obligations (Clause 6.1.3). Interested parties can include regulators, customers, employees, neighbours, investors, NGOs and supply chain partners. Their expectations may relate to environmental conditions such as pollution levels, availability of natural resources, climate change, biodiversity or ecosystem health.	EMS Lead Compliance Lead Heads of Department	• Interested parties register • Documented needs and expectations • Input list feeding the compliance obligations register (Clause 6.1.3)

Implementation Checklist

Description	Evidence
Check that all relevant interested parties have been identified, including regulators, customers, employees, local communities and supply chain.	
Check that the needs and expectations of each interested party have been documented.	
Check that needs and expectations relating to climate change, biodiversity and ecosystem health have been captured where relevant.	
Check that the organisation has decided which of these needs and expectations become compliance obligations.	
Check that voluntary commitments are clearly distinguished from legal requirements.	
Check that the register is reviewed at a defined frequency and updated when circumstances change.	
Notes:	

Approval for next step:

	Signature:	*Position:*	*Date:*
Actioned By:			
	Signature:	*Position:*	*Date:*
Verification By:			

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