1. About This Guide

This guide provides a concise entry point for anyone using the EMS toolkit for the first time. It covers all five dashboards and their linked Excel registers, explains how they connect to each other and to the ISO 14001:2026 risk management framework, and gives you a clear sequence of first steps for getting up and running quickly.

For detailed column-by-column reference, scoring criteria definitions, and full step-by-step data entry guidance for each individual register, refer to the dedicated User Guide for each document:

- **F0612-01 Aspect Identification Register — User Guide** — comprehensive reference for the Aspect register;
- **F0613-01 Compliance Obligations Register — User Guide** — comprehensive reference for the CO register;
- **F0614-01 Risk & Opportunity Register — User Guide** — comprehensive reference for the R&O register

For a detailed explanation of every chart and its audit use cases, refer to the Chart Use Cases documents for each dashboard.

2. The Five-Tool Suite at a Glance

The EMS toolkit covers all five planning sub-clauses of ISO 14001:2026 Clause 6.1. Each tool consists of a paired Excel register (where data is entered) and a single-file HTML dashboard (where data is analysed and presented). The five tools form an integrated sequence: context and risk identification feed aspect assessment, which feeds compliance evaluation, which feeds risk treatment, which feeds planned actions.

Tool	ISO 14001:2026 Clause	Register File	Dashboard File
Introduction Hub	Clause 6.1.1 — EMS Planning Overview	*F0410-01 · F0420-01 (context inputs)*	*6.1_EMS_Risk_Management_Toolkit.html (Introduction Hub tab)*
Environmental Aspects	Clause 6.1.2 — Environmental Aspects	*F0612-01_Aspect_Identification_Register.xlsx*	*6.1_EMS_Risk_Management_Toolkit.html (Environmental Aspects tab)*
Compliance Obligations	Clause 6.1.3 — Compliance Obligations	*F0613-01_Compliance_Obligations_Register.xlsx*	*6.1_EMS_Risk_Management_Toolkit.html (Compliance Obligations tab)*
Risk & Opportunity	Clause 6.1.4 — Risks & Opportunities	*F0614-01_Risks_and_Opportunities_Register.xlsx*	*6.1_EMS_Risk_Management_Toolkit.html (Risks & Opportunities tab)*
Planning Actions	Clause 6.1.5 — Planning Actions	*F0615-01_Planning_Actions_Register.xlsx*	*6.1_EMS_Risk_Management_Toolkit.html (Planning Actions tab)*

How the tools connect to each other:

Context → Aspects: The 6.1.1 Hub draws its context and interested parties' inputs directly from the Context Analysis (F0410-01) and Interested Parties Register (F0420-01), providing the strategic foundation for aspect identification.

Aspects → Compliance: Every compliance obligation in F0613-01 should cross-reference the environmental aspect that gives rise to it via the EA Ref column (column O). The EA Cross-Reference Coverage chart in the CO Dashboard shows which obligations are missing this link.

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3. Populate Linked Risk Ref (column E) — for each action that arises from an R&O entry, enter the R&O reference (e.g. RO-041). This cross-reference is the documented evidence of the closed planning loop required by Clause 6.1.5.
4. Ensure every action is SMART — review the What, Who, By When, and Resources columns for every Open action before uploading. Blank cells in these columns appear as gaps in the Gantt Timeline and Action Metrics charts.
5. Set target dates proportionate to the source risk — actions arising from Very High exposure risks should have shorter target dates than those arising from Minor risks. The Gantt chart colour-codes bars by the risk exposure of the parent entry.

8. Preparing for a Surveillance Audit

The following 14-point checklist covers the most common ISO 14001:2026 Clause 6.1 audit findings. Complete it before any internal or external audit using the five dashboards.

#	Audit check	How to verify using the dashboards
1	Context inputs are current and link to EMS planning (Clause 6.1.1)	Hub Dashboard → Planning Inputs tab → confirm Context and IP register load dates are within the current review cycle
2	All aspects assessed under Normal, Abnormal, and Emergency conditions (Clause 6.1.2)	EA Dashboard → Condition doughnut — all three segments must be present
3	Lifecycle Stage populated for all aspect entries (column G)	EA Dashboard → Lifecycle Stage filter tabs — any tab showing 0 indicates missing entries
4	Post-control scores re-entered for all Significant aspects	EA Dashboard → Heat Maps: pre and post 4×4 grids should differ. Score Movement scatter: Significant (red) points should sit below the diagonal
5	All compliance obligations cross-referenced to an EA Ref (column O)	CO Dashboard → Compliance Metrics → EA Cross-Reference Coverage doughnut — the "No EA Ref" segment identifies gaps
6	All Breach obligations have an owner, target date, and action	CO Register → filter Status: Breach → check Owner and Target Date columns for blank cells
7	No obligations overdue for review	CO Dashboard → Home KPI: Overdue Reviews card. Review Timeline → filter Overdue
8	Both risks AND opportunities identified in R&O Register	R&O Dashboard → Risk vs Opportunity doughnut — both segments must be present. Opportunities Only filter should show active entries
9	Post-control Likelihood and Impact re-scored for treated risks	R&O Dashboard → pre vs post heat maps look different. Butterfly chart: bars of equal length = not reassessed
10	All Very High and High risks have a named owner and treatment plan	R&O Register → filter Exposure: Very High → check Process Owner and Actual Control Measure columns for blank cells
11	No entries with Very High residual risk after treatment	R&O Dashboard → Top 10 Residual Risks chart — any red bars post-control require escalation
12	Every risk scoring ≥13 has a corresponding Planning Action in F0615-01	PA Dashboard → Action Metrics → Actions by Source → R&O source count should match open R&O entries requiring treatment
13	All planning actions have a Linked Risk Ref cross-reference (column E)	PA Register → Linked Risk Ref column — filter for blank cells; each blank is a traceability gap

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