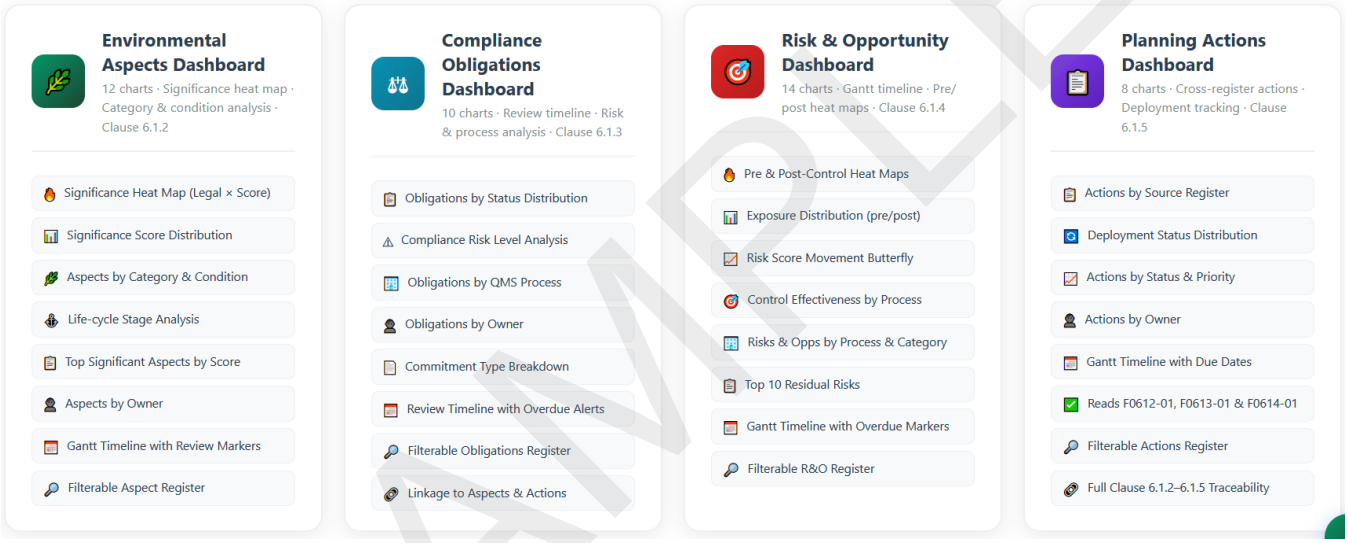
1. Purpose

This procedure documents the processes the organisation has established, implemented, and maintains to meet the requirements of ISO 14001:2026 Clauses 6.1.2 to 6.1.5. It is maintained as documented information in accordance with ISO 14001:2026 Clause 6.1.1, which states:

> **ISO 14001:2026 Clause 6.1.1 — requirement:**
>
> The organization shall establish, implement and maintain a process(es) to meet the requirements in 6.1.2 to 6.1.5. The process(es) for 6.1.2 to 6.1.5 shall be available as documented information to the extent necessary to have confidence they are carried out as planned.

This document provides the process descriptions required by that clause. The records and outputs produced by carrying out these processes — the registers, dashboards, Gantt timelines, and objectives — are maintained as separate documented information and referenced in each process section below.



2. Scope

This procedure applies to all EMS planning activities within the scope of the organisation's ISO 14001:2026 Environmental Management System. It covers the four planning sub-processes: environmental aspects identification and assessment (6.1.2); compliance obligations identification and monitoring (6.1.3); risks and opportunities determination and treatment (6.1.4); and planning of actions (6.1.5).

It does not cover the context analysis (Clause 4.1) or interested parties review (Clause 4.2) processes — those are addressed in F0410-01 and F0420-01 respectively. The outputs of those processes are used as inputs to the risks and opportunities process (6.1.4) as described in Section 6 of this document.

3. Responsibilities

Role	Responsibility
EMS Manager	Owns and maintains this procedure. Ensures the four planning processes are carried out at the required frequency. Maintains the associated registers and presents planning outputs at management review.

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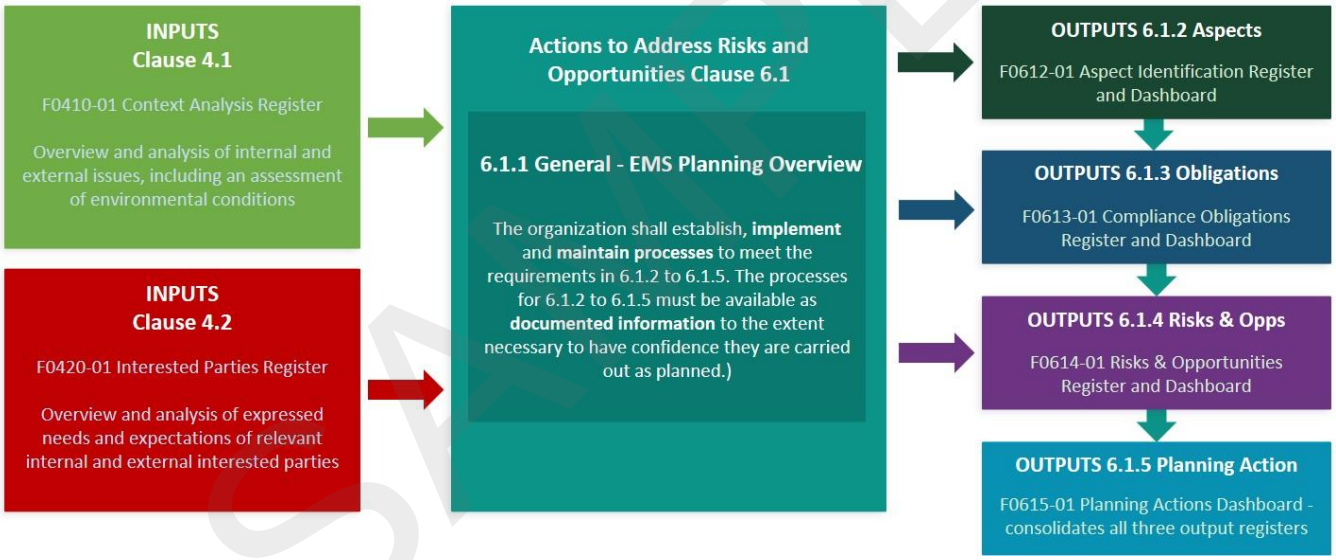
Role	Responsibility
Top Management	Approves this procedure. Reviews and accepts the outputs of the four planning processes at the Clause 9.3 management review. Ensures adequate resources are provided for process implementation.
Process Owners	Participate in aspects identification, compliance assessment, and risk identification for their process areas. Own the specific register entries assigned to their processes. Implement operational controls arising from planning actions.
Internal Auditors	Audit the implementation of these processes against the requirements of this procedure and ISO 14001:2026 Clauses 6.1.2 to 6.1.5. Confirm that process outputs are available as documented information.

4. How the Four Processes Connect

The four planning processes are sequential and interdependent. The output of each process provides input to the next, and all four feed into the broader EMS through the planning actions process (6.1.5). The Introduction Hub is the bridge that takes Clause 4 inputs and provides the documented traceability directly into the four Clause 6.1 planning sub-processes. The relationship is shown below:



Process	Feeds into
6.1.2 Environmental Aspects	Significant aspects → **6.1.3** (legislation governing those aspects becomes compliance obligations) · → 6.1.4 (significant aspects scoring ≥23 are escalated as risks/opportunities) · → **6.1.5** (significant aspects require planned actions, objectives, or operational controls)
6.1.3 Compliance Obligations	Breach / Noncompliant obligations → **6.1.4** (compliance failures are treated as risks in F0614-01) · → **6.1.5** (obligations require planned corrective actions, targets, and evidence of compliance verification)
6.1.4 Risks and Opportunities	Treatment actions → **6.1.5** (treatment plans are converted into specific actions deployed through 6.2 objectives, 7 resources, 8.1 operational controls, 8.2 emergency preparedness, and 9.1 monitoring

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