



ENVIRONMENTAL AUDIT CHECKLIST

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SECTION 1 - SITE AUDIT CHECKLIST

The following table provides a starting point for assisting auditors in preparing for a site audit. In most cases additional questions supporting information and clarification from site staff will be necessary. As much information should be gathered in advance of the site visit. Verify that the items are present or documented, in particular environmental impact and risk assessments, operating permits and other licences during Audit Preliminary Meeting and Site Inspection

		Yes/No	Comments	Responsible	Date
	<p>Site Inspection (Walk-Around)</p> <p>The purpose of the site inspection is:</p> <ul style="list-style-type: none"> to get an overview of the site and of the process; to assess visually the conditions of implementation of the basic environmental management plan; to communicate with the employees in order to evaluate the level of understanding of the environmental plan and their motivation; to note the conditions of the following items during a tour of the site in order to compare with the information and environmental SOP's discussed during the audit meeting. <p>If appropriate, use additional sheets to clarify an item or identify any other unusual conditions.</p> <p>Are the site grounds generally free from obvious staining or discoloured soil, concrete or floors?</p> <p>Is the site clear of:</p> <ul style="list-style-type: none"> old equipment? other uncontained debris? <p>Is the site well organized and maintained in good condition?</p> <p>Are quantities of chlorinated solvents (e.g. 1,1,1-trichloroethane) used on site and recorded?</p> <p>Is every effort made to minimise use and recover spent solvents?</p> <p>Are quantities of cylinders with toxic/flammable residuals held on site kept to a minimum?</p>				
	<p>General</p>				

			Yes/No	Comments	Responsible	Date
	<p>General</p>	<p>Are boundaries and areas surroundings fences in appropriate good environmental conditions?</p> <p>Have surroundings sites and activities for past and present, good environmental records and management systems?</p> <p>Is any information concerning suspected or known contamination classified according to relevant standard in quality and quantity for intended future use of the site?</p> <p>Are suspected, detected or declared to the administration pollution defined or analysed with request for remediation?</p> <p>Are the conditions, processes, contamination acceptance level estimated or defined and at which cost?</p>				
	<p>Air Emissions</p>	<p>If the site requires official approval for emissions to air are these available and up to date? (In the form of permits, licenses, consents or authorizations). If relevant, are authorized limits and conditions (e.g. monitoring data) being met?</p> <p>Are site processes and operations free of significant fugitive air emissions? Are all sources of polluting emissions to air authorized where required? Are efforts being made to control such emissions? Are recovery/recycling devices used when working on refrigeration/air conditioner equipment containing Ozone Depleting Substances (ODS) ? Is the use of solvent based paint minimized, and are water based paints being used to the maximum extent possible? Is the site free of products which could give rise to uncontained dust and fibres (e.g. asbestos)?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Water Discharges</p> <p>If the site requires official approval to discharge liquid effluent to ground, surface water (including streams, rivers and lakes) or to underground watercourses are these up to date and available for inspection? (Note: may be in the form of a discharge consent, permit or license).</p> <p>Are all discharges identified and, if required, authorized, licensed or permitted? Are all liquid discharges and free water (i.e. rain water pools) free from unusual water conditions such as obvious oily sheen, discoloration. etc.) ? If applicable, are truck wash waters treated in any way prior to discharge to prevent oils and harmful chemicals entering the drainage system and are any necessary discharge authorizations in place ? Are spill prevention and control procedures being implemented? Is appropriate spill cleanup material and equipment readily available and in an easily accessible location?</p> <p>Is all drainage from site well maintained and routed to authorized discharge points?</p> <p>If the site requires official approval to discharge liquid effluent to sewer or drainage connected into a treatment facility are these up to date and available for inspection? (Note: may be in the form of a discharge consent. permit or license).</p> <p>If relevant, are discharge monitoring reports available for the last 3 years? If relevant, are authorized limits for discharges being met? If relevant, are records of discharge samples kept for the last 3 years? Does the site have up to date procedures in place for spill prevention and control?</p> <p>Is the site supplied by a well, lake, river or municipal source? If relevant, is it authorised?</p>				

			Yes/No	Comments	Responsible	Date
	<p>Waste</p>	<p>Does the site have details of where wastes are finally disposed of (including waste contractor and disposer license details)?</p> <p>Are signed copies of hazardous waste documentation covering waste transfer and disposal available for the last 3 years?</p> <p>Are copies of data relating to waste composition available for the last 3 years?</p> <p>Does the site have an inventory of all the waste generated for the last year?</p> <p>Does the site have a hazardous waste minimization/contingency plan in place and is it up to date?</p> <p>Does the site have a waste minimization/pollution prevention plan in place and is it up- to-date?</p> <p>If the site requires legal authorizations licenses for storing and handling waste, are these up to date?</p> <p>Does your company generate hazardous waste?</p> <p>Does your company monitor and document usage, volumes and disposal of any hazardous waste generated?</p> <p>Does your company have (a) specific program(s) to minimize hazardous waste?</p> <p>Does the company investigate the environmental performance of its hazardous waste disposal by suppliers?</p> <p>Does your company monitor and document sites involved in remediation of contaminated soil or water, and their associated costs? Are records available of on-site hazardous waste storage area inspections?</p>				

			Yes/No	Comments	Responsible	Date
	Waste	<p>Has your company identified your non-hazardous waste streams?</p> <p>Does your company monitor and document trends in non-hazardous waste management (e.g. production, disposal, recycling, reuse) and are there programs in place at your company to minimize non-hazardous waste streams?</p> <p>Has your company phased out the use and emission of ozone depleting chemicals targeted by the Montreal Protocol?</p> <p>Do you monitor and document oil spills, chemical spills, and other accidental releases (e.g. effluent spills?) to all media (land, water, air).</p> <p>Are all waste containers properly labelled with an adequate description of the waste and date of filling?</p> <p>Are hazardous waste collected and stored in properly constructed, undamaged, and closed (except during transfer) containers?</p> <p>Is secondary containment and weather protection provided for hazardous waste containers where necessary?</p> <p>Is waste oil recycled through a licensed or approved recycler, and are license details held?</p> <p>Are containers of hazardous waste held on site for the minimum time possible, and less than any legally specified maximum?</p> <p>Are only company approved waste haulers/disposal companies being used?</p> <p>Is there evidence of an active program for eliminating, minimizing and/or recycling waste to the extent practicable?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Storage</p> <p>Are containers storing hazardous materials:</p> <ul style="list-style-type: none"> • In good condition fit for purpose labelled properly? • Are liquid hazardous materials stored as follows: <ul style="list-style-type: none"> ○ On impervious surface ? ○ With secondary containment (capable of volume of the largest stored container prevailing regulations and guidance) ? <p>Are storage areas:</p> <ul style="list-style-type: none"> • well maintained; • clearly identified; • protected from weather as necessary? <p>Is a list of tanks available, showing chemical stored, location, condition, date and result of last inspection, date of next test ?</p> <p>Where required by law, are up to date storage tank registrations available?</p> <p>Is documentation available detailing storage tank leak detection and inventory control practice on site?</p> <p>Are all storage tanks in good condition, free of leaks and provided with adequate secondary containment (e.g. bonding) where necessary?</p> <p>Are tanks clearly marked (e.g. contents, capacity, test marks) in accordance with documentation?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Emergency planning and community relations</p> <p>Are emergency actions clearly posted in all areas, with relevant telephone contact numbers?</p> <p>Are the site emergency procedures regularly reviewed and exercised?</p> <p>Is spill clean-up and containment equipment easily available?</p> <p>Is an up-to-date inventory of hazardous chemicals kept on site available?</p> <p>Does the site have a documented plan for dealing with emergencies that may have an environmental significance?</p> <p>Has your company procedures to identify the potential for, and response to, environmental incidents, accidents and emergency situations?</p> <p>Does your company have procedures to report on environmental incidents, accidents and emergency situations and in terms of implementing corrective actions?</p> <p>Are the procedures communicated to suppliers?</p> <p>If necessary, have the relevant details of this plan been communicated with site neighbors?</p> <p>Hazardous substances</p> <p>Is there a programme to eliminate, or if not possible reduce the use of hazardous substances?</p> <p>Is there a list of the hazardous substances on site, plus information on handling, disposal, MSDS etc.</p> <p>Does your company, routinely or in specific circumstances, track chemical use through materials accounting or some other method as distinct from, or in addition to, tracking environmental releases?</p>				

SECTION 2 - MANAGEMENT SYSTEMS AUDIT CHECKLIST

1	Policy		Yes/No	Comments	Responsible	Date
	Management Policy	<p>Are the environmental responsibilities of the Chief Executive and Executive Members of your company reasonably clear?</p> <p>Is a company Environmental Policy posted in an obvious place? Is there evident that this is endorsed by the site management (by signature, or by specific site policy)?</p> <p>Does your company have a systematic and documented process by which it identifies and responds to the current environmental policy of the government including its laws, regulations, guidelines etc?</p> <p>Are the responsibilities of the Chief Executive of your company in regard to the environment adequately documented and agreed with the relevant authorities?</p>				
	The Environmental Framework	<p>Has your company developed a comprehensive framework of policies, practices, procedures, systems and relevant management information to support environmental management? (e.g. ISO 14001, Responsible Care)</p> <p>Is an organized and up-to-date manual or other document present which sets out the following:</p> <ul style="list-style-type: none"> • Site environmental protection policy organisation, responsibilities and procedures. • Environmental responsibilities within the company. Are they up-to-date? • The extent to which environmental management has been integrated into the overall business management processes of the company? <p>How does your company identify, allocate and review human, technical and financial resources to meet its environmental objectives and targets?</p>				

1	Policy		Yes/No	Comments	Responsible	Date
		<p>Has your company adopted the principles of the Environmental Management System (e.g. ISO 14001)</p> <p>Has your company assessed the costs and benefits of certification under the standard and has a business case been prepared in support of any decision and has certification been considered /sought/obtained?</p> <p>How does your company collaborate with other Departments or agencies in relation to environmental management?</p> <p>How does your company collaborate with non-government stakeholders in the community and business sectors?</p> <p>How has your company assessed the financial cost of managing the environment?</p>				
	<p>The Environmental Policy</p>	<p>Does your company have a documented Environmental Policy and is this consistent with other corporate policies?</p> <p>Has top management defined and committed to the policy?</p> <p>Is (does) the policy:</p> <ul style="list-style-type: none"> • appropriate to the nature and scale and environmental impacts of its activities, products or services; • commit to continuous improvement, prevention of pollution, Ecological Sustainable Development (ESD); • comply with relevant environmental legislation and regulations and other environmental mandates; • provide a basis for objective and target setting by setting organisational goals which will drive discrete and measurable outcomes; • communicated to and understood by employees of all business units; • commit to transparency and openness in reporting your company's management of the environment available to and accessible by, the public? 				

1	Policy		Yes/No	Comments	Responsible	Date
	The Environmental Policy	<p>Are the policies of your company reviewed periodically to ensure their continuing relevance in light of changing standards, technology, and emerging concerns?</p> <p>What level of management is responsible for maintaining your corporate environmental policies?</p> <p>Are the views of stakeholders taken into account in developing the policy?</p> <p>By what methods are policies communicated through out your company and stakeholders and do the methods make the best available techniques?</p>				
2	Management Issues					
	Planning	<p>Environmental Aspects</p> <p>How has your company established a systematic and documented process describing the methods to identify, monitor and evaluate environmental aspects of your company's activities, products or services?</p> <p>How does the process:</p> <ul style="list-style-type: none"> • Drive the development, application and operational aspects of environmental policy? • Identify in an ongoing way all those aspects over which the company has control, or over which it can be expected to have an influence? • Include an environmental risk assessment to evaluate those aspects, which may have a significant impact on the environment in a positive and negative way? • Include the scale, frequency, severity and sensitivity of the environmental impacts? • Ensure that aspects which have a significant impact are considered in setting environmental objectives? • Determine the significance of those impacts using a recognized risk management approach? 				

			Yes/No	Comments	Responsible	Date
2	Management Issues					
	Planning	<ul style="list-style-type: none"> • Establish environmental objectives and targets? • Establish programs for achieving those objectives and targets? • Monitor and measure those operations that can have a significant impact on the environment? • Describe how environmental responsibilities and risks will be managed, documented and communicated to appropriate management and staff? • Provide for the audit and review of the process to confirm that planned arrangements are properly implemented and maintained? <p>Legal and Other Requirements</p> <p>Do your operations require compliance with environmental, health or safety regulations at either the national or state level? For example site permits, authorizations and notifications</p> <p>Is there a documented process to:</p> <ul style="list-style-type: none"> • identify the legal and other regulatory requirements associated with environmental impacts of activities, products or services; • provide access to the legal and other regulatory requirements; • evaluate compliance with the legal and other regulatory requirements? <p>How does your company keep track of (changes to) legal and other requirements?</p> <p>Objectives and Targets</p> <p>How are your environmental objectives established for each relevant business function and level?</p> <p>Do the objectives identify significant legal aspects and other requirements?</p>				

			Yes/No	Comments	Responsible	Date
2	Management Issues					
	Planning	<p>Have targets been set for environmental objectives?</p> <p>Have objectives and targets been communicated to all relevant business functions, employees, contractors and suppliers?</p> <p>Has your company established Key Performance Indicators (KPIs) to demonstrate progress against environmental objectives and targets?</p> <p>Does your company have the capability to identify and track KPIs and other data, necessary to achieve its environmental objectives and targets?</p> <p>How are these targets or objectives linked to the organization's corporate or business plans to ensure accountability or follow up?</p> <p>How are your company's objectives and targets reviewed and revised to ensure they:</p> <ul style="list-style-type: none"> • Reflect your company's environmental policy? • Reflect significant environmental impacts associated with your company's operations? • Support continual improvement in environmental performance and best practice? <p>Environmental Management Program</p> <p>How have programs been developed to achieve objectives and targets established for each relevant business function and level?</p> <p>Do these programs respond to your company's environmental policy and the risk assessment?</p> <p>Do these programs support or contribute to the authorities or Governments overall environmental outcomes or programs?</p>				

			Yes/No	Comments	Responsible	Date
2	Management Issues	<p>Do the programs nominate:</p> <ul style="list-style-type: none"> • Personnel with specific responsibilities resource needs? • Strategies and timeframes objectives and targets at each relevant business function and level? <p>Are the programs monitored to track progress against objectives and targets?</p> <p>Is someone responsible for tracking progress towards achieving objectives and targets?</p> <p>Does the program include an environmental review for new activities?</p> <p>Has the program been amended to reflect changes for new activities?</p> <p>Does your company monitor and revise its environmental management programs?</p>				
	Implementation and Operation	<p>Structure and Responsibility</p> <p>Is there an Executive Committee or Board to oversee the environmental monitoring and reporting of your company's activities?</p> <p>Has top management defined the roles, responsibilities and authorities of personnel for environmental management in the context of the company's Environmental Management System (EMS)?</p> <p>Do the roles, responsibilities and authorities extend to establishing, implementing, maintaining and reporting on the EMS?</p> <p>Have the roles been documented and communicated to relevant people responsible for environmental management and are the relevant people aware of the roles assigned to them?</p> <p>Has management provided adequate resources to implement and control its EMS?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Implementation and Operation</p> <p>To what extent does your company integrate an awareness of Ecological Sustainable Development (ESD) into its culture?</p> <p>To what extent does your company integrate the principle of ESD in decision making process through the appraisal and evaluation of policies, programs, plans and projects?</p> <p>Are there written guidelines on how to conduct operations in a manner that is responsible in accordance with the principles of ESD?</p> <p>Has your organization taken measures to gain assurances that systems of internal control for managing the environment:</p> <ul style="list-style-type: none"> • re appropriate to your company's corporate plan or business charter; • provide timely and useful management information; • include an effective internal audit function? <p>Training, Awareness and Competence</p> <p>Has your company conducted a Training Needs Analysis (TNA) for environmental management including Ecological Sustainable Development issues?</p> <p>Is there adequate expertise in your company to deal with the ESD issues?</p> <p>What is your systematic and documented process to ensure that personnel who carry out tasks that have a significant impact on the environment are adequately trained and experienced?</p> <p>How does your company assess the adequacy of resources and training of staff with designated responsibilities for environmental management and/or protection?</p> <p>Are employees' responsibilities for environmental management identified in their accountabilities (e.g. position descriptions, annual performance goals)?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Are employees encouraged to take the initiative, submit suggestions for improvement, and to suggest actions or policies to reduce your company's environmental impact?</p> <p>Does the training include response to emergencies and drills, and working with external agencies such as fire brigade?</p> <p>Does the company sponsor scientific or policy research devoted to environmental technology, management, and performance issues or other relevant research areas at educational or research institutions?</p> <p>Does the company participate in external activities designed to share the results of such scientific and policy research?</p> <p>Document Control Has your company established and maintained procedures for controlling all key documents?</p> <p>Are the procedures adequate so that the documents can be located, are at relevant locations essential to the effective functioning of the EMS, are periodically reviewed and revised as necessary and approved for adequacy by those authorized to approve alterations to documentation?</p> <p>Are obsolete documents promptly removed from all points of issue?</p> <p>Are obsolete documents retained for legal and other reasons and suitably identified?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Communication</p> <p>How does your company communicate with key stakeholders in regard to significant environmental aspects and is this process documented?</p> <p>How do you identify, monitor, evaluate and understand the needs and expectations of stakeholders?</p> <p>Does your company have a process to:</p> <ul style="list-style-type: none"> • record and maintain communications between key employees (in your company) responsible for environmental management, • receive, record and respond to communications from interested parties about environmental impacts associated with your company's operations? <p>Does your company proactively seek the advice of independent community groups (e.g. through newsletters, regular meetings, open forums, or community oversight committees) regarding possible risks posed by the operations of your company? Are these processes maintained?</p> <p>Have you established documented procedures to monitor and evaluate the effectiveness and efficiency of its communication strategy/plan/methods?</p> <p>Has your company established, and does it maintain, information to describe the core elements of the EMS and their interaction, provide direction on where to obtain more information on specific parts of the EMS?</p> <p>Does the information describe how the elements interact with each other?</p> <p>Does the documentation contain: the environmental policy, objectives and targets (and describe the means of achieving objectives and targets), the key roles, responsibilities and procedures, follow-up or actions or response?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Operational Control Has your company identified operations and activities that are associated with significant environmental aspects of your company's operations?</p> <p>Are these operations and activities carried out under controlled conditions and in accordance with operating criteria to ensure compliance with environmental policy and the achievement of objectives and targets?</p> <p>Does your company have a formal written policy regarding materials/resource conservation, reduction, re-use and recycling?</p> <p>Have you established specific targets for material/resource conservation programs for energy, water or waste avoidance, or other emerging issues or activities?</p> <p>Have you established specific targets for each conservation strategy?</p> <p>Does your company monitor and document trends in energy consumption by source?</p> <p>Does your company have a program to maximize the use of environmentally safer and more sustainable energy sources?</p> <p>Does your company, routinely or in specific circumstances, track chemical use through materials accounting or some other method as distinct from, or in addition to, tracking environmental releases?</p> <p>Has your company addressed issues of habitat protection and stewardship (such as watershed management, wilderness protection, biodiversity, etc.) in areas affected by your operations?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Green Procurement</p> <p>Does your company have a policy to incorporate ESD criteria in the selection of suppliers/(sub) contractors/service providers goods and services?</p> <p>Does your company have a green transport plan and does it cover transport initiatives and your motor vehicle fleet?</p> <p>Does your company monitor and document trends in fuel consumption by the company's transport fleet?</p> <p>Are there guidelines specifying how (sub) contractors, suppliers, service providers and consultants hired by your company must perform with respect to environmental stewardship?</p> <p>Are there documented environmental monitoring systems including inspections or audits of suppliers/ (sub) contractors/ service providers sites/operations?</p> <p>Community Involvement</p> <p>Does your company seek to protect vulnerable or at-risk groups in communities directly affected by your operations?</p> <p>(Environmental justice refers to actions in support of populations most negatively affected by environmental factors, as they tend largely to be those populations most vulnerable due to economic, political, racial or other factors.)</p> <p>Does your company communicate with stakeholders in order to encourage increased participation and understanding in environmental decision making by your company?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Monitoring and Measurement</p> <p>Does your company have procedures to regularly monitor and measure the significant operations and activities that can have a significant impact on the environment?</p> <p>Does your company have systematic and documented procedures to evaluate compliance with relevant environmental legislation and regulations?</p> <p>Are periodic audits carried out using established programs and procedures?</p> <p>Does your company have data collection and information management systems adequate to support ESD reporting needs?</p> <p>How is the performance of your company regularly monitored in relation to the principles of ESD and best practice?</p> <p>Do you have a policy/guidelines that sets standards for the quality of Environmental Impact Statements and supporting research?</p> <p>Do you compare and publicly report predictions made in Environmental Impact Statements (EIS) with actual outcomes?</p> <p>Does your company have auditing programs for workplace health, safety and environmental auditing?</p> <p>Does your company monitor and document trends in consumption of natural resources?</p> <p>Are your company's environmental audit programs reviewed by an independent organization?</p> <p>Does your company seek independent verification of data collection and information management systems?</p> <p>Are your audit results available to the public?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Checking and Corrective Action Does your company have the financial and non financial management systems, practices and information to measure the cost and quality of environmental protection services and the use of resources entrusted to the company?</p> <p>To what extent does your company use internal environmental cost information to support internal decision-making?</p> <p>Is this done through a managerial cost accounting system or other financial management system that routinely compiles, analyses, and reports on environmental costs?</p> <p>Which environmental costs are so identified (e.g., management costs, resource use, waste disposal, permitting, monitoring, training, auditing, insurance)?</p> <p>At what level are costs aggregated (e.g., product, process, facility, division, corporate)? For what purpose is this cost information compiled?</p> <p>Non-conformance and Corrective and Preventative Action Do documented emergency/contingency plans exist for rectifying significant environmental mishaps?</p> <p>Does your company have procedures to establish and maintain responsibility and authority for handling investigations of non-conformance and taking corrective and preventative action?</p> <p>Has the cost of rectifying specific environmental mishaps/repercussions been estimated in order to prioritize your risk assessment?</p> <p>Records Does your company have procedures for the identification, maintenance and disposition of environmental records?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Management Review</p> <p>Does the Executive Committee or Board regularly receive key information, such as performance information, major initiatives or investigations of issues affecting the environment?</p> <p>Does your company have a process to demonstrate how recommendations and feedback from the EMS review have been implemented and contribute to improvement in environmental performance?</p> <p>Does your company review on a regular basis the extent to which objectives and targets have been met, the results of audits undertaken, any changed circumstances, and take into account continuous improvement?</p> <p>Are the results of the reviews documented, reported to, and considered by, the Board and/or Chief Executive?</p> <p>What action is taken on the results of the reviews?</p> <p>Does your company review on a regular basis its EMS (or management arrangements where EMS has not been developed) to ensure:</p> <ul style="list-style-type: none"> • its continuing suitability, adequacy and effectiveness; • systems conform to planned arrangements; • systems have been fully implemented; • systems are properly maintained; • the views of interested parties and stakeholders are taken into account? <p>Is accountability for ESD performance, environmental compliance and operational decision making principally handled in a centralized, mixed or decentralized fashion?</p>				

		Yes/No	Comments	Responsible	Date
	<p>Reporting</p> <p>Does your company report to regulators?</p> <p>Does your company contribute to National or International reports?</p> <p>Does your company normalise environmental information (e.g., chemical releases, energy usage, greenhouse gas emissions) by an activity or unit within your company (e.g., per unit of output, per unit of input, per labor hour, per employee)?</p> <p>Does your company produce an annual Environmental Report?</p> <p>Does this report address the issues of ESD?</p> <p>Is the report externally verified or validated?</p> <p>Does your company report to the governmental authorities and/or the public on the fulfilment of its environmental responsibilities?</p>				

SECTION 3 - GLOSSARY

Environmental Accounting for Sustainable Development -An information tracking framework that (1) integrates internal (private) and external (societal) costs and benefits, and (2) supports evaluations of the short- and long-term consequences of activities and projects from environmental, social and economic perspectives. (*Source: Commissioner of the Environment and Sustainable Development*)

Better Practice A reference to 'better practice' is, in the main, influenced by the guidance provided by Standards and National or International organizations

Continual Improvement Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy

Ecological Sustainable Development- ESD is using, conserving and enhancing the communities resources so that the ecological processes on which life depends, are maintained, and the total quality of life now and in the future, can be increased.

Environment

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

Environmental Aspect

These are elements of an organization's activities, products or services that can interact with the environment. For example use of energy or transportation of products.

Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services. For example: the contamination of water with hazardous substances or the reduction of air emissions.

Significant Environmental Impact

For example persistent non-degradable contamination, unacceptable risk to people, flora, fauna, also as perceived or interpreted by authorities and external parties.

Environmental Policy

A statement by the organization in which it states 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.

Environmental Management System

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

Environmental Performance

The result of an organization's management of its environmental aspects.

Environmental Performance Indicators (EPIs)

These provide a means to measure how well an organization has performed in meeting its environmental objectives or achieving outcomes. EPIs are not an exact measure of achievement but rather an indication of company performance. They can be specific measures of individual aspects to track and demonstrate performance (for example, energy kW/h).

Environmental Stewardship

Environmental Stewardship refers to the concept that company should recognize the impacts of its activities on environmental conditions and should adopt practices that eliminate or reduce negative environmental impacts. Every aspect of an organization's operations, including strategic planning, procurement, waste reduction, waste management, water and energy usage, responses to existing

environmental problems, and land management, must be conducted in such a way as to limit or eliminate adverse impacts on the environment.

Environmental Targets

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

Global Reporting Initiative (GRI)

GRI was established in late 1997 with the mission of developing globally applicable guidelines for reporting on the economic, environmental, and social performance of organisations.

International Organization for Standardization (ISO)

The ISO is a worldwide federation of national standards bodies that prepares international standards. International Standard ISO 14031 "Environmental Performance Evaluation" supports ISO 14001 and 14004. It is a draft international standard giving guidance on the design and use of environmental performance evaluation within an organization (Source: ISO 14031).

Key Performance Indicators (KPIs)

KPIs are those indicators which give a comprehensive, high level overview of a program's performance. They are particularly aimed at external users of performance information.

Categories

The broad areas, or groupings, of economic, environmental, or social issues of concern to stakeholders (for example, air, energy); commonly known as 'triple bottom line' reporting.