

QG Environmental Essentials Questionnaire.

Requirements for an Environmental Management System

**Introduction**

The QG Environmental Essentials scheme is recommended for organisations looking for a foundation level of Environmental Management System where the risk of a change would only minimally affect the customers/supplier/partner relationship. It is mainly applicable where business systems are straightforward and consistent (wholesaler, retailer) or that another governing body oversees the system, for example accountants, solicitors, engineers.

The main objective of the Environmental Essentials assessment is to determine that your organisation has effectively implemented the systems required by the Scheme, in order to minimise inconsistency of your supply or service.

The completed questionnaire attests that you meet the Requirements of the Environmental Essentials Scheme, which must be approved by a Board member or equivalent, and will then be verified by a competent assessor from **QG Business Solutions** (the Certifying Body). Such verification may take a number of forms, and could include, for example, a telephone conference. The verification process will be at the discretion of **QG Business Solutions.**

**Scope of Environmental Essentials**

The Scope is defined as the areas that will have an affect on your customer relationship. This scope will be printed on your certificate of compliance.

You will be required to identify the actual scope of the system to be evaluated as part of the questionnaire.

**How to avoid delays & additional charges**

You may incur additional charges if details are not sufficiently supplied, answer the questions as fully as possible giving supporting comments, paragraphs from policies and screen shots where possible. As a rule of thumb if it takes longer to assess the submission than you spent preparing it, you may be charged.

**Organisation Identification**

Please provide details as follows:

|  |  |
| --- | --- |
| Organisation Name (legal entity): |  |
| Sector: |  |
| Parent Organisation name (if any): |  |
| Size of organisation micro, small, medium, large.  (See definition below) |  |
| No of employees |  |
| Point of Contact name:  Salutation (Mr, Mrs, Miss etc)  Initial  First  Surname |  |
| Job Title: |  |
| Email address: |  |
| Telephone Number: |  |
| Main web address for company in scope: |  |
| Building Name/Number  Address 1  Address 2  Address 3  City  County  Postcode |  |
| Certification Body: |  |
| Do you wish to be **excluded** from the register of QG Management Systems certified companies. Exclusion means customers will not be able to find your entry. If this is left blank you will be entered. |  |
| From time to time QG Business Solutions and other interested bodies may wish to use your company for marketing Environmental Essentials. If you do not wish to be promoted in this way please enter **NO** in the box. If this is left blank you imply your consent. |  |

**SME Definition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company category** | **Employees** | **Turnover** | or | | **Balance sheet total** |
| Medium-sized | < 250 | ≤ € 50 m | | ≤ € 43 m | |
| Small | < 50 | ≤ € 10 m | | ≤ € 10 m | |
| Micro | < 10 | ≤ € 2 m | | ≤ € 2 m | |

**Business Scope**

For the purposes of Environmental Essentials the scope should include all those parts of the business that affects your customer/suppliers and partners.

Please identify the scope of the system to be assessed under this questionnaire, including locations.

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1. Environmental Policy

Objective

To publically declare the environmental values and of the company.

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| --- | --- | --- |
|  | Requirement | Evidence/Narrative |
| 1 | Is there a written Environmental Policy? |  |
| 1.1 | Does it define the management’s commitment? |  |
| 1.2 | Does it define the scope of the system |  |
| 1.3 | Does it define which external standards it meets? |  |
| 1.4 | Does it define how it is communicated to staff, customer, suppliers and partners? |  |
| 1.5 | Has it been reviewed in the last 12 months, signed and dated by a senior member of staff? |  |
| Action | Please attach Environmental policy |  |

1. Management Responsibilities

Objective

To ensure the organisations management know their responsibilities for Environmental Management.

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| --- | --- | --- |
|  | Requirement | Evidence/Narrative |
| 2 | Are management responsibilities defined in writing? |  |
| 2.1 | Do managers know what their responsibilities are? |  |

1. Environmental Objectives

Objective

To ensure the organisation has a measurable approach to improvement.

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| --- | --- | --- |
|  | Requirement | Evidence/Narrative |
| 3 | Has the organisation identified it’s environmental objectives? |  |
| 3.1 | Are the objectives documented? |  |
| 3.2 | Are the objectives measureable? |  |
| 3.3 | Are the objectives reviewed and recorded on an annual basis? |  |

1. Legal Requirements

Objective

To ensure that the organisation is adhering to up to date legal requirements.

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| --- | --- | --- |
|  | Requirement | Evidence/Narrative |
| 4 | Has the organisation identified and implemented all environmental legislation pertaining its sector? |  |
| 4.1 | Is there a documented process in place to record the organisations environmental requirements? |  |
| 4.2 | Is there a plan in place to ensure that environmental legislation is adhered to? |  |

1. Communication

Objective

To ensure the whole organisation, it’s suppliers and partners understands the importance of environmental risks.

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|  | Requirement | Evidence/Narrative |
| 5 | Does the organisation have a system in place to communicate environmental issues? |  |
| 5.1 | Does the organisation have a system in place to communicate environmental issues internally? |  |
| 5.1 | Does the organisation have a system in place to communicate environmental issues externally? |  |

1. Operational Control

Objective

To ensure that risks associated with the environment are understood and kept under control.

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| --- | --- | --- |
|  | Requirement | Evidence/Narrative |
| 6 | Do you have a system in place that identifies risks that may have a significant impact? |  |
| 6.1 | Does the system ensure compliance with other legal requirements? |  |
| 6.2 | Does the system help achieve your Environmental Objectives? |  |
| 6.3 | Does the system ensure consistency with your environmental policy? |  |
| 6.4 | Does the system minimise environmental risk? |  |
| 6.5 | Do you have a system that defines operational controls? |  |

1. Emergency Preparedness

Objective

To ensure that should a situation arise the organisation has procedures in place to deal with it.

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|  | Requirement | Evidence/Narrative |
| 7 | Has the organisation identified potential emergency risks and potential accidents? |  |
| 7.1 | Has the organisation identified and provided emergency response equipment relative to the environmental risks affecting the organisation? |  |
| 7.2 | Has the organisation trained staff as appropriate to the environmental risks |  |
| 7.3 | Are emergency procedures tested as legally required or at least annually? |  |
| 7.4 | Are emergency procedures reviewed and revised at least annually |  |

1. Checking & Document Control

Objective

To ensure that decisions are able to be made based on relevant and up to date information

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|  | Requirement | Evidence/Narrative |
| 8 | Has the organisation implemented a systematic approach for measuring and monitoring its environmental performance? |  |
|  | Does the organisation have a system for calibration of environmental measurement equipment? (if appropriate) |  |
| 8.2 | Is a documented system is in place to report compliance with environmental standards to the organisations management? |  |
| 8.3 | Is there a system is in place to identify non-conformance and to implement preventive and corrective actions |  |
| 8.4 | Is there a system in place for the identification, storage, protection, retrieval, retention and disposal of records? |  |

9. Training

Objective

To ensure that employees have the capability and experience to deliverer their services to the required standard

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|  | Requirement | Evidence/Narrative |
| 9 | Has the organisation processes for assessing the environmental training needs of their staff? |  |
| 9.1 | Is a training process in place to identify, implement and monitor training of all staff? |  |
| 9.2 | Are staff appropriately trained to carry out their function? |  |
| 9.3 | Are training records kept and kept up to date for all staff? |  |

1. Management Review

Objective

To ensure that the management of the organisation have all the controls in place to manage the environment effectively.

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|  | Requirement | Evidence/Narrative |
| 10 | Does the management review the effectiveness of the Environment Management System at least once a year to ensure its effectiveness. |  |
| 10.1 | Is the review documented? |  |

1. Audit & Assessments

Objective

To ensure that systems are audited for compliance

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|  | Requirement | Evidence/Narrative |
| 11 | Are internal and/or third part audits carried out at regular intervals? |  |
| 11.1 | Is a documented audit process is in place that checks the system at least once per year. |  |

**Approval**

It is a requirement of the Scheme that a Board level (or equivalent) of the organisation has approved the information given. Please provide evidence of such approval:

When you have completed the document you should email it to;

|  |
| --- |
| Brian Lightowler |
| 01228 631681 |
| [blightowler@qgbiz.co.uk](mailto:blightowler@qgbiz.co.uk)  REMEMBER TO ENSURE IT HAS BEEN SIGNED BY A SENIOR MEMBER OF YOUR COMPANY. |