**QG Environmental Essentials Requirements**

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| No. | Section | Standard | Deliverables |
| 1 | Environmental Policy | An Environmental Policy shall be in place | * An environmental policy is written and includes;
	+ Management commitment,
	+ Scope of system,
	+ Meeting external standards,
	+ Communication channels,
	+ Dated
	+ Signed
* The policy has been reviewed in the last 12 months
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| 2 | Management Responsibilities | Management responsibilities shall be defined in writing | * Organisation ownership is defined, in writing and by section
* Evidence is in place that individuals understand that they have section responsibility
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| 3 | Environmental Objectives | The organisation has identified it’s environmental objectives | * Objectives are documented
* Objectives are measurable
* Objectives are reviewed on an annual basis and recorded
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| 4 | Legal Requirements | The organisation has identified and implemented all environmental legislation pertaining its sector. | * Environmental legislation has been recoded as it pertains to the organisation
* A plan is in place to ensure environmental legislation is adhered to.
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| 5 | Communication | The organisation understands the importance of communicating the information about environmental issues at various levels and between various functions of the company.  | * The organisation has a system in place to communicate environmental issues internally
* The organisation has a system in place to communicate environmental issues externally
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| 6 | Operational Control | The organisation has implemented a system to identify and plan, consistent with their environmental policy and objectives, those operations that they have identified as having significant environmental impact. | * The organisation has a system to identify operational controls to;
	+ Manage significant impacts
	+ to ensure compliance with legal and other requirements
	+ to achieve our Environmental Objectives
	+ to ensure consistency with the environmental policy, including the commitment to prevention of pollution and continual improvement
	+ to minimise environmental risks
* A system exists that defines the operational controls in place
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| 7 | Emergency Preparedness | The organisation has identified potential emergency risks and potential accidents. These areas should be documented in their risk assessments and controlled through their Quality Management System. | * A system is in place that identifies environmental risk that pertain to the organisation
* The organisation has identified and provided emergency response equipment relative to the environmental risks affecting the organisation
* The organisation has trained staff as appropriate to the environmental risks
* Emergency procedures are tested as legally required else annually
* Emergency procedures are reviewed and revised at least annually
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| 8 | Checking & Document Control | The organisation has implemented a systematic approach for measuring and monitoring its environmental performance on a regular basis. | * The organisation has implemented a systematic approach for measuring and monitoring its environmental performance.
* The organisation has a system for calibration of environmental measurement equipment if appropriate
* A documented system is in place to report compliance with environmental standards to the organisations management
* A system is in place to identify non-conformance and to implement preventive and corrective actions
* A system is in place for the identification, storage, protection, retrieval, retention and disposal of records.
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| 9 | Training | The organisation has processes for assessing the environmental training needs of their staff and implements them appropriately. | * A training process is in place to identify, implement and monitor environmental training of all staff
* Staff are appropriately trained to carry out their function
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| 10 | Management Review | The organisations management review the effectiveness of the Environment Management System at least once a year to ensure its effectiveness. | * A documented system is in place to review the effectiveness of the EMS and reviewed by senior management annually
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| 11 | Audit & Assessments | An internal and/or third part audit is carried out at regular intervals. | * An audit process is in place that checks the system at least once per year.
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