**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 |
| 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 |
| 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 |
| 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. |
| 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 |
| 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 |
| 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 |
| 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. |
| 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 |
| 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 |
| 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. |