

QG Environmental Essentials Requirements

No.	Section	Standard	Deliverables
1	Environmental Policy	An Environmental Policy shall be in place	<ul style="list-style-type: none"> • An environmental policy is written and includes; <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Environmental legislation has been recorded 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The organisation has a system to identify operational controls to; <ul style="list-style-type: none"> ○ Manage significant

Document No.	QG061	Updated	07/11/16
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		with their environmental policy and objectives, those operations that they have identified as having significant environmental impact.	<p>impacts</p> <ul style="list-style-type: none"> ○ to ensure compliance with legal and other requirements ○ to achieve Environmental Objectives ○ to ensure consistency with the environmental policy, including the commitment to prevention of pollution and continual improvement ○ to minimise environmental risks <ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● 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

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			<p>organisations management</p> <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • An audit process is in place that checks the system at least once per year.

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