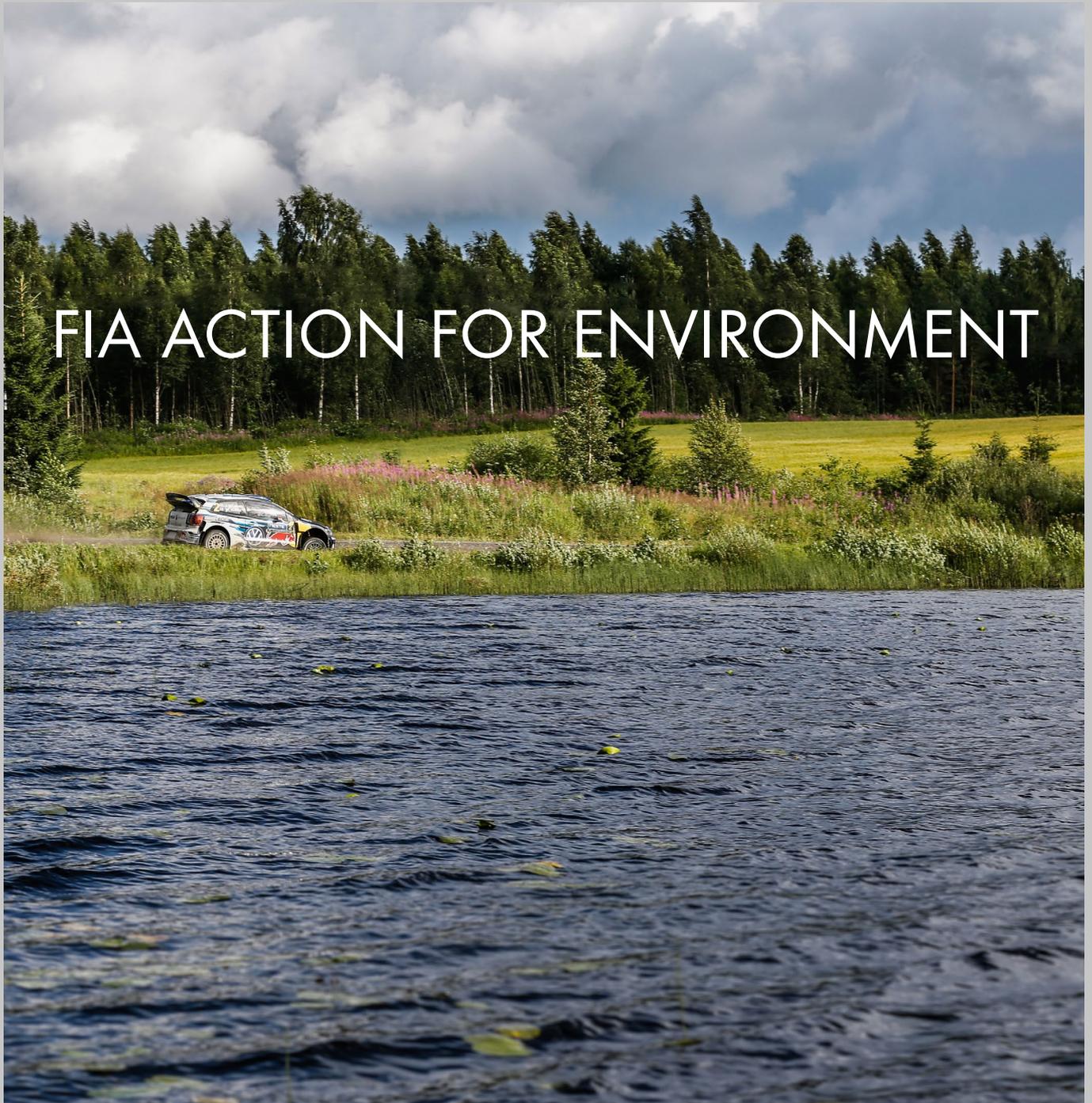




**PROGRAMME:** SUSTAINABILITY PROGRAMME

**FORM:** ACCREDITATION, VERSION 1



# FIA ACTION FOR ENVIRONMENT



“The world is changing, we need to be responsible and manage our operations towards a sustainable future”

*Jean Todt FIA President*





**PROGRAMME:** SUSTAINABILITY PROGRAMME

**FORM:** ACCREDITATION, VERSION 1

## INSTRUCTIONS FOR COMPLETING THIS FORM

### GENERAL INSTRUCTIONS

Before completing this form, the applicant must read the *Accreditation Guidelines*, which are located on the FIA's website ([click here](#)). This document will explain the process for becoming accredited.

It is also recommended that the applicant read *the Environmental Certification Framework* ([click here](#)).

It should be noted that ASNs and other applicants are recommended to read through the lower levels of accreditation before proceeding to the highest level i.e. excellence level – each application will be considered individually.

### DETAILED INSTRUCTIONS

This form has six (6) sections - Sections 1-4 must be completed, Section 5 is optional – please read all instructions contained within each section carefully prior to completing that section.

In order to complete this form it is recommended that you have *Adobe® Acrobat® X Standard for Windows®* - this will enable the applicant to complete the form electronically, save the form, and return via email – a link to the *Adobe® Acrobat® X* is included on the website.

For queries about this form, please send an email to [afe@fia.com](mailto:afe@fia.com).

Once the form is completed, please return to [afe@fia.com](mailto:afe@fia.com).

<b>PROGRESS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>COMPLETE</b>
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**SECTION 1: APPLICANT DETAILS**

INSTRUCTIONS FOR SECTION 1: Please complete the following fields and questions

**SECTION 1A: ORGANISATION DETAILS**

Country

.....

Applicant Name

.....

Address (Street Name & Number)

.....

Address (City, State / Area)

.....

Address (Post Code)

.....

Is the address provided also the postal address?      Yes      No

.....

Postal Address (Street Name & Number)

.....

Postal Address (State / Area)

.....

Postal Address (Post Code)

.....

**SECTION 1B: CONTACT DETAILS**

Title

.....

First Name

.....

Surname

.....

Position

.....

Contact email

.....

Contact Phone

.....

Contact Fax

.....

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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## **SECTION 2: GENERAL PROGRAMME & ACCREDITATION DETAILS**

INSTRUCTIONS FOR SECTION 2: please complete the following questions.

### **SECTION 2: ACCREDITATION DETAILS**

1. What level of accreditation is your organisation applying for?

2. If necessary, please use the space below to include additional comments in relation to the questions above (up to 450 characters):

3. If your organisation has already gained any form of environmental accreditation from a local, national or international programme (for example, ISO, EMAS, BS or similar), please provide details here (up to 450 characters):

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 3: ALIGNMENT TO THE ENVIRONMENTAL CERTIFICATION FRAMEWORK**

INSTRUCTIONS FOR SECTION 3: please indicate the degree to which your organisation aligns to each of the Best Practice Principles by choosing from the options in the drop down boxes on the right hand side of the form.

In order to do this, you will need to utilise the Accreditation Guidelines and determine the degree of alignment against the benchmarks for Commitment to Excellence, Progress towards Excellence and Achievement of Excellence. Note: The FIA considers all points in section 3A (Environmental Management) of relevance to all applicants. For section 3B (Environmental Impact) it is accepted that there will be individual priorities in relation to relevance / non-relevance of the applicant’s activities.

You will need to support your choice by providing written evidence (up to 450 characters) and indicate if you are able to support your answer with further documentation.

**SECTION 3A: BEST PRACTICE PRINCIPLES  
(CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT)**

If some of the impact areas mentioned below are considered as minimum impact or not relevant (e.g. ‘air quality’ for a typical ASN office or ‘energy use’ for a smaller rally event without fixed facilities), the applicant is free to describe such areas as ‘not relevant’.

CURRENT LEVEL OF ALIGNMENT

**1. Environmental management**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**2. Environmental objectives and targets**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**3. Communication, training and consultation**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 3A: BEST PRACTICE PRINCIPLES  
(CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT)**

CURRENT LEVEL OF ALIGNMENT

**4. Compliance with relevant laws and requirements**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**5. Measuring and monitoring environmental performance**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**6. Processes for documentation and record keeping**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**7. Identify key environmental impacts**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 3A: BEST PRACTICE PRINCIPLES  
(CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT)**

CURRENT LEVEL OF ALIGNMENT

**8. Energy use**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**9. Water consumption**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**10. Waste management**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**11. Ground and water pollution**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 3A: BEST PRACTICE PRINCIPLES  
(CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT)**

CURRENT LEVEL OF ALIGNMENT

**12. Design, materials and procurement**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**13. Transport**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**14. Biodiversity and heritage**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

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**15. Noise**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 3A: BEST PRACTICE PRINCIPLES  
(CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT)**

CURRENT LEVEL OF ALIGNMENT

**16. Air quality**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

**17. Monitoring of carbon emissions**

Please describe current status:

If required, are you able to provide documentation to support your answer?      Yes      No

The FIA can offer an online Carbon Footprint Calculation tool for the monitoring of carbon emissions, as well as guidance on how to achieve Carbon Neutral status for your operations.

Would you like more information regarding this tool?      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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## SECTION 4: FINANCIAL DETAILS

INSTRUCTIONS FOR SECTION 4: please read the information contained in Section 4A and then complete the question in Section 4B.

### SECTION 4A: FINANCIAL INFORMATION

The accreditation costs are outlined in the table below:

ACCREDITATION LEVEL	APPLICATION FEE (ONE-OFF)		RENEWAL FEE (BIENNIAL)	
	ASN	OTHERS	ASN	OTHERS
No level (application rejected)	€0	€0	€0	€0
Commitment to Excellence	€250	€500	€250	€500
Progress towards Excellence	€500	€1,000	€250	€500
Achievement of Excellence	€2,500*	€5,000*	€1,250*	€2,500*

\* If an on-site visit is required, a portion of the expenses associated with the on-site visit may be payable by the applicant – these expenses would be determined in advance between the FIA Institute and the applicant seeking accreditation.

The accreditation fee will be payable after the FIA has determined the appropriate level and the FIA will issue the applicant with an invoice for this amount. The invoice will be payable within 30 days, unless otherwise agreed. In the event that the applicant does not meet any of the three accreditation levels, no fee will be payable by the applicant.

### SECTION 4B: FINANCIAL CONFIRMATION

We agree to pay the application or renewal fee on the terms outlined above:                      Yes      No

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 5: ADDITIONAL COMMENTS**

INSTRUCTIONS FOR SECTION 5: If you would like to provide additional information in support of your application (up to 2,500 characters), please use the space provide below to do so. Note that this section is optional.

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By implementing this Environmental Management System, you will be helping to support the FIA Action for Environment (AfE) Campaign. The FIA has developed a set of Action for Environment logo guidelines and these must be followed when using the AfE logo.

To download the guidelines, please [click here](#)

<b>PROGRESS</b>	1	2	3	4	5	6	<b>COMPLETE</b>
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**SECTION 6: DECLARATION**

INSTRUCTIONS FOR SECTION 6: Please read the declaration below, and indicate your acceptance.

We agree that the information provided in this form is, to the best of our knowledge and belief, correct at the time of completion of this form. We authorise the FIA to make such enquiries as it considers appropriate and undertake to provide any further information which the FIA requests for the granting of accreditation. We acknowledge that the award of accreditation will be at the sole discretion of the FIA. We agree to pay the application or renewal fee on the terms outlined in this application. We also undertake to provide any further information that may affect our accreditation level should our situation change at any time during the course of the accreditation period and we acknowledge that a change in our situation may lead to our accreditation level being changed or withdrawn without a refund of our application or renewal fee. We confirm that the person who submits this form for the applicant to the FIA is authorised to do so.

Do you accept the declaration above?      Yes      No

.....

*Note that if you do not accept the declaration, the FIA will not be able to process your application.*

**THIS IS THE END OF THE FORM**