FIA ENVIRONMENTAL ACCREDITATION PROGRAMME

DOCUMENTS FOR PREPARATION

Dear Facility Management

The following document is a list of **external supporting documents** that must be submitted as part of the audit process. These documents serve as **minimum evidence** to validate the information given in your application. Submitting more is **strongly** encouraged as **it can further demonstrate your environmental practices and commitment.**

However, **they do not replace** the need to fully describe all other points outlined in the **official Guidelines.** You must still provide detailed descriptions of your environmental efforts in each section of the **Formal Application Form.**

All relevant accreditation areas will be evaluated by the assessors during the audit, regardless of whether supporting documents have been provided.

Assessors have the right to request other documents not listed below for review if they have reasonable grounds to believe such documents are relevant to the verification.

Categories	1-Star	2-Star	3-Star	3-Star Fast-Track (ISO)
PART 1 – CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT				
1. Environmental management	Environmental Policy – minim. at draft level Scope for the accreditation	Publicly available Environmental Policy Scope for the accreditation Environmental Management System List of interested parties	Publicly available Environmental Policy Scope for the accreditation Environmental Management System SWOT analysis List of interested parties and their needs/expectations	Publicly available Environmental Policy ISO 14001/20121 Certificate Scope for the accreditation
2. Environmental objectives and targets	Environmental Objectives and Targets Listing	Environmental Objectives and Targets Register	SMART Environmental Objectives and Targets Register	SMART Environmental Objectives and Targets Register
3. Communication, training and consultation		Proof of Communication Plan	Proof of Communication Plan	Proof of Communication Plan
4. Compliance with relevant laws and requirements	Process of confirmation and compliance with environmental laws and regulations	Register of applicable environmental laws and Regulations Proof of compliance	Register of applicable environmental laws and Regulations Proof of compliance	

5. Measuring and monitoring environmental performance		Relevant Impact areas (I8-I17), metering, monitoring register (KPIs)	Relevant Impact areas (I8-I17), metering, monitoring register (KPIs)	Relevant Impact areas (I8-I17), metering, monitoring register (KPIs)
6. Processes for documentation and record keeping			Latest Internal Audit	Latest Audit report from 3rd party certification body (ISO Certification)
7. Identify key environmental impacts	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix
PART 2 – KEY ENVIRONMENTAL IMPACT AREAS				
8. Energy use	If relevant (per section 7), basic or estimated impacts or consumption data	If relevant (per section 7), measurable impact or consumption data supported by available monitoring records	Energy consumption metering Evidence of continual improvement achieved because of on-going measures	If relevant (per section 7), evidence of Continual Improvement achieved because of on-going measures
9. Water consumption	If relevant (per section 7), basic or estimated impacts or consumption data		Water consumption metering Evidence of continual improvement achieved because of on-going measures	
10. Waste management			Waste generation records Evidence of continual improvement achieved because of on-going measures	
11. Ground and water pollution		Identification of historic or potential ground and water contamination issues	Environmental Emergency Simulation Report	
12. Design, materials and procurement		Procurement Policy	Sustainable Procurement Policy Purchase Registers	
13. Transport		If relevant (per section 7), measurable impact or consumption data supported by available monitoring records	If relevant (per section 7), provide detailed impact or consumption data Evidence of continual improvement achieved because of on-going measures	If relevant (per section 7), evidence of Continual Improvement achieved because of on-going measures
14. Biodiversity and Heritage				
15. Noise				
16. Air quality				
17. Monitoring of carbon emissions	Identification of Main Sources	Monitoring Methodology (Scope 1 & 2)	Carbon Emissions, processes for monitoring Carbon Emissions calculation, monitoring, and reduction from energy efficiency / offsetting measures (Scope 1, 2 and 3)	Carbon Emissions, processes for monitoring Carbon Emissions calculation, monitoring, and reduction from energy efficiency / offsetting measures (Scope 1, 2 and 3)

Templates for supporting documents are available in the Toolkits.