



## 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				
<b>1. Environmental management</b>	Environmental Policy – minim. at draft level	Publicly available Environmental Policy Environmental Management System List of interested parties	Publicly available Environmental Policy Environmental Management System SWOT analysis List of interested parties and their needs/expectations	Publicly available Environmental Policy ISO 14001/20121 Certificate
<b>2. Environmental objectives and targets</b>	Environmental Objectives and Targets Listing	Environmental Objectives and Targets Register	SMART Environmental Objectives and Targets Register	SMART Environmental Objectives and Targets Register
<b>3. Communication, training and consultation</b>		Proof of Communication Plan	Proof of Communication Plan	Proof of Communication Plan
<b>4. Compliance with relevant laws and requirements</b>	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	

<b>5. Measuring and monitoring environmental performance</b>		Relevant Impact areas (18-117), metering, monitoring register (KPIs)	Relevant Impact areas (18-117), metering, monitoring register (KPIs)	Relevant Impact areas (18-117), metering, monitoring register (KPIs)
<b>6. Processes for documentation and record keeping</b>			Latest Internal Audit	Latest Audit report from 3rd party certification body (ISO Certification)
<b>7. Identify key environmental impacts</b>	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix covering 8-17	Environmental Impact Matrix
<b>PART 2 – KEY ENVIRONMENTAL IMPACT AREAS</b>				
<b>8. Energy use</b>	If relevant (per section 7), basic or estimated impacts or consumption data		Energy consumption metering  Evidence of continual improvement achieved because of ongoing measures	
<b>9. Water consumption</b>	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	Water consumption metering  Evidence of continual improvement achieved because of ongoing measures	If relevant (per section 7), evidence of Continual Improvement achieved because of ongoing measures
<b>10. Waste management</b>			Waste generation records  Evidence of continual improvement achieved because of ongoing measures	
<b>11. Ground and water pollution</b>		Identification of historic or potential ground and water contamination issues	Environmental Emergency Simulation Report	
<b>12. Design, materials and procurement</b>		Procurement Policy	Sustainable Procurement Policy  Purchase Registers	
<b>13. Transport</b>				
<b>14. Biodiversity and Heritage</b>			If relevant (per section 7), provide detailed impact or consumption data	
<b>15. Noise</b>			Evidence of continual improvement achieved because of ongoing measures	
<b>16. Air quality</b>				
<b>17. Monitoring of carbon emissions</b>	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 upon request in the Toolkits.