





### 7 – CHECKLIST

 <b>TIPS/QUESTIONS</b>	
<b>The following questions can be used to collect feedback during the presentation, the implementation of an environmental controlling system and company work.</b>	
- Does the company have a defined environmental policy?	<input type="checkbox"/>
- Are all staff members familiar with it?	<input type="checkbox"/>
- Can quantified targets be derived from the environmental policy?	<input type="checkbox"/>
- Is there an environmental representative in the company?	<input type="checkbox"/>
- Is there a job description for the environmental representative?	<input type="checkbox"/>
- Is there an environmental team to support the environmental representative?	<input type="checkbox"/>
- Do you use an input/output analysis?	<input type="checkbox"/>
- Do you use environmental indicators?	<input type="checkbox"/>
- Are you familiar with the energy, water and air consumption of the company?	<input type="checkbox"/>
- Which indicators are relevant?	<input type="checkbox"/>
- Do you have quantified environmental targets?	<input type="checkbox"/>
- Who is responsible for comparing planned values and actual results?	<input type="checkbox"/>
- Are you familiar with the strengths and weak points of the company concerning environmental matters?	<input type="checkbox"/>
- Do you regularly draw up a list of the most expensive raw materials, the largest waste volumes, the most problematic raw materials from a toxic point of view?	<input type="checkbox"/>
- Who decides about the implementation of suggested measures?	<input type="checkbox"/>
- Who provides the budget for these measures?	<input type="checkbox"/>
- Does the company meet international benchmarks?	<input type="checkbox"/>
- Is the staff regularly trained on environmental matters?	<input type="checkbox"/>



## Checklist 7– Indicators and environmental controlling

 <b>TIPS/QUESTIONS</b>	
<b>The following questions can be used to collect feedback during the presentation, the implementation of an environmental controlling system and company work.</b>	
- Are there regular meetings with management where the environmental performance of the company is discussed?	<input type="checkbox"/>
- Do you regularly visit all departments of the company?	<input type="checkbox"/>
- Is there an environmental report?	<input type="checkbox"/>
- Do you document neighbours' complaints?	<input type="checkbox"/>
- Do you collect data regularly?	<input type="checkbox"/>
- Which information do you pass on to the employees of the company?	<input type="checkbox"/>
- Who keeps and updates fire and emergency plans?	<input type="checkbox"/>
- Is there a file with applicable laws, regulations, permits or specific requirements?	<input type="checkbox"/>
- Do you have a list of trainings held?	<input type="checkbox"/>
- Who keeps a list of actual emission values?	<input type="checkbox"/>