



FIA ENVIRONMENTAL ACCREDITATION PROGRAMME

FORMAL APPLICATION FORM

FIA Only

INSTRUCTIONS

GENERAL INSTRUCTIONS

This document is your formal application to the audit process in order to become accredited. Once fully completed electronically, it should be returned to afe@fia.com.

Before completing this form, the [FIA Environmental Accreditation Guidelines](#) should have been carefully read and the [Self-Assessment Tool](#) used in order to ensure compliance with all requirements.

Once this document is reviewed, the FIA Sustainability team will get back to you in order to request any supporting documents required to finalise the accreditation. For Three-Star certifications, you will be contacted to define a date for the on-site audit. For Two-Star and One-Star, the audit will be conducted remotely.

For queries about this form, please send an email to afe@fia.com.

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

SECTION 2: GENERAL PROGRAMME & ACCREDITATION DETAILS

INSTRUCTIONS FOR SECTION 2: Please complete the following questions.

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

Date of the application:

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 obtained 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):

SECTION 3: ALIGNMENT TO FIA ENVIRONMENTAL ACCREDITATION PROGRAMME

INSTRUCTIONS FOR SECTION 3:

For this section, you are invited to use the [FIA Environmental Accreditation Guidelines](#) and determine the degree of alignment against the benchmarks for One-star, Two-Star and Three-Star. 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 (scoping).

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 have been considered as not relevant for your organisation and have been scoped out, please indicate why.

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

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

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

SECTION 3B: BEST PRACTICE PRINCIPLES (CORE PRINCIPLES OF ENVIRONMENTAL IMPACTS)**8. Energy use**

Please describe current status:

If required, are you able to provide documentation to support your answer?

Yes

No

9. Water consumption

Please describe current status:

If required, are you able to provide documentation to support your answer?

Yes

No

10. Waste management

Please describe current status:

If required, are you able to provide documentation to support your answer?

Yes

No

11. Ground and water pollution

Please describe current status:

If required, are you able to provide documentation to support your answer?

Yes

No

SECTION 3B: BEST PRACTICE PRINCIPLES (CORE PRINCIPLES OF ENVIRONMENTAL IMPACTS)

12. Design, materials and procurement

Please describe current status:

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

13. Transport

Please describe current status:

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

14. Biodiversity and heritage

Please describe current status:

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

15. Noise

Please describe current status:

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

SECTION 3B: BEST PRACTICE PRINCIPLES (CORE PRINCIPLES OF ENVIRONMENTAL IMPACTS)

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

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/ACN, ISO	OTHERS	ASN/ACN, ISO	OTHERS
One-Star	Free	Free	Free	€250
Two-Star	€500	€1,000	€250	€500
Three-Star*/**	€2,500	€5,000	€1,250*	€2,500*

* If the organisation is certified by ISO 14001:2018 or ISO 20121:2012, and the scope of the valid ISO certificate covers the organisations activities, a fast track process is available.

** When an on-site visit is required (Three-Star), the FIA will cover 50% of the expenses associated with the on-site visit (including hotel, flights and other travel expenses).

The FIA will issue the applicant with an invoice for the application fee, after the appropriate level is determined. The invoice will be payable within 30 days, unless otherwise agreed. In the event that the applicant does not meet any of the accreditation levels, no fee will be payable by the applicant. In cases of achieving two levels of accreditation subsequently (within 12 months), the invoice will be reduced accordingly.

SECTION 4B: FINANCIAL CONFIRMATION

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

SECTION 5: ADDITIONAL COMMENTS (OPTIONAL)

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.

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 authorize 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.

In order to strengthen the FIA collective commitment and raise of Environmental awareness within the FIA and the broad range of FIA stakeholders, do you accept the use of any best practice examples (e.g pictures, figures and reports).

	Yes	No
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Do you accept the declaration above?	Yes	No
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Note that if you do not accept the declaration, the FIA will not be able to process your application.

ONCE THE FORM IS COMPLETED, PLEASE SEND IT TO AFE@FIA.COM