FIA ACTION FOR ENVIRONMENT

FIA ENVIRONMENTAL ACCREDITATION PROGRAMME
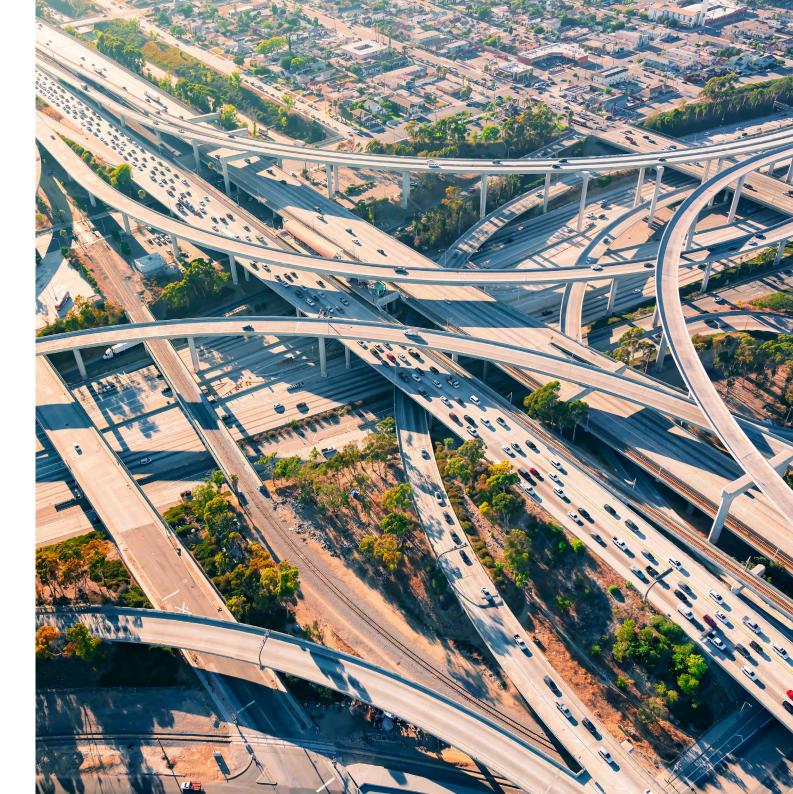
SELF-ASSESSMENT TOOL

INTRODUCTION

This Self-Assessment Tool has been developed to assist FIA stakeholders in implementing the **FIA Environmental Accreditation Guidelines** and achieving the targeted level of accreditation.

This document will guide you in a step-by-step approach through all the section of the Environmental Accreditation Guidelines. Sections 1-7 are linked to Management areas. Sections 8-17 provide a checklist of potential environmental impacts and some high level guidance on which areas should be addressed in accordance with best practice.

It is recommended to go through the questions of all accreditation levels as they are linked. Further details can be found on the FIA Environmental Accreditation Guidelines.

FIA ENVIRONMENTAL ACCREDITATION PROGRAMME:
SELF ASSESSMENT TOOL

PART 1- FRAMEWORK AREA: CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT

1. The Organisation and its Senior Management demonstrate a clear commitment to Environmental Management

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Does the organisation demonstrate a clear commitment to Environmental management?			
• Is the context and scope of the accreditation clearly defined?			
• Is the organisational ownership of the EMS implemented and communicated within the organisation?			
• Is the Environmental policy periodically updated based on latest targets and performance indicators? (See Accreditation guidelines for requirements to the policy)			
• Does senior management regularly (at least annually) review the EMS?			
• Has the organisation implemented actions to minimize the risk, and maximize the opportunities?			
• Do records demonstrate continual improvement of environmental performance?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Does the organisation go beyond an approach of simply compliance with environmental regulation? In which areas is this demonstrable?			
• Has benchmarking against other similar organisations been investigated and carried out where possible?			
• Have all relevant stakeholders (interested parties) been identified, and are tracking of requirements and expectations done?			
• Is it expected changed in the context that can influence on future operations?			
TWO-STAR ★ ★			
• Is a publicly available Environmental Policy in place?			
• Is the policy aligned with Environmental Accreditation guidelines (3 star) requirements?			
• Is the scope of the accreditation defined?			
• Is a member of the organisation's senior management (or other resources) given responsibility for environmental performance?			
• Is a list over interested parties (stakeholders) included specific requirements developed?			
• Possible to evidence environmental leadership at various levels within the organisation?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
ONE-STAR ★			
• Has an environmental champion/manager been appointed?			
• Has senior management signed off buy-in for the implementation of the Environmental Management System (EMS)?			
• Have sufficient resources (financial and labour) been allocated to the EMS?			
• Has an environmental policy been drafted?			

2. Clearly defined Environmental Objectives and Targets are established

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Have measurable and clearly defined, SMART objectives and targets been set? (See guidelines)			
• Do they cover the environmental both management and impact areas identified as relevant in Sections? 1-7 and 8-17?			
• Are objectives and targets reviewed and updated regularly?			
• Are objectives aligned with the Environmental Policy?			
• Is it allocated relevant resources and developed methodologies to follow up and secure achievement ?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
TWO-STAR ★ ★			
• Are the objectives and targets measurable (where practical)?			
• Are the objectives and targets in line with the Environmental Policy?			
• Has an EMS implementation plan been developed showing key milestones and responsible persons?			
• Have the targets been reviewed and agreed upon by senior management, and sufficient resources allocated to achieve them?			
ONE-STAR ★			
• Have preliminary environmental objectives and targets have been set with the aim of improving performance?			

3. Communication, Training and Consultation on Environmental Issues are carried out

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Has a communication program been established to regularly communicate details regarding the EMS to permanent and temporary employees, contractors, suppliers, teams, sponsors, other attendees and any other interested parties?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Has a knowledge sharing plan been established to communicate environmental challenges and successes with peers? • Has training and awareness programs been established to secure relevant competence with the aim to meet future obligations? • Has the organisation defined relevant communication and training platforms (WEB/SOME/seminars/meetings), with the aim to secure a best possible outcome?			
TWO-STAR ★ ★			
• Is a platform available for external and internal stakeholders to provide feedback or record complaints? • Is it established a monitoring programme for improvement proposals? • Have any training requirements and gaps been identified for temporary and permanent employees? • Are training and awareness programmes on environmental issues implemented for all permanent and temporary employees?			
ONE-STAR ★			
• Is it established an active approach to secure awareness and involvement of all relevant staff/persons/suppliers? • Have procedures for responding to positive or negative feedback received (both internal and external) been identified?			

4. Compliance with relevant Environmental Regulatory Requirements is demonstrated

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Are processes established and maintained to review, over time, the organisation's level of compliance with applicable legal and regulatory requirements, as well as relevant industry standards?			
• Is effective implementation of these processes in place?			
• Are records retained of these evaluations and of how any non-compliances were addressed?			
• Have the organisation a proactive approach for future (potential) regulations?			
TWO-STAR ★ ★			
• Have all applicable legislative and relevant industry standards been identified?			
• Is a process in place to update these requirements on an appropriate basis?			
• Are processes in place to ensure that legislative requirements are being adequately implemented?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
ONE-STAR ★			
• Has the organisation obtained or gained access to the relevant legislation applicable to it? • Have sources of information used to obtain this information been adequately documented?			

5. Environmental performance is Measured and Monitored

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Is performance managed and reporting carried out in line with best practise on the relevant environmental impact areas (based on point 8-17) identified for the organisation? • Has the organisation established monitoring regime where methodology and intervals are decided? • Are the figures quantitative and linked to the objectives?			
TWO-STAR ★ ★			
• Have environmental monitoring been developed based on the organisation's key routine and non-routine activities and corresponding impacts? • Have the sections 8-17 in the framework been reviewed to Secure relevant monitoring?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Are these indicators linked to environmental targets?			
ONE-STAR ★			
• Has the organisation set basic environmental indicators related to the environmental impact areas (points 8-17) and established relevant monitoring?			

6. Processes for Internal Auditing (check performance), Documentation and Record Keeping are established

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Are resources available to commence internal auditing/check performance ?			
• Has a procedure for internal auditing/ check performance been developed?			
• Is a schedule of reporting/internal audits established and maintained?			
• Has it been implemented a tracking of environmental accidents, near misses and corrective and preventive actions with the aim to learn and systematically improve?			
• Have the findings been documented, tracked if required and corrective and preventive action taken?			
• Has a procedure for corrective and preventive action been established and maintained?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Has a procedure for document control (versions) and record retention been established and maintained?			
TWO-STAR ★ ★			
• Is documentation (with correct versions) available to support the environmental management system with respect to the impact areas 8-17 below?			
• Is there any registration of near misses with the aim to prevent for future?			
• If an environmental accident or near miss occurs, is this reported to senior management?			
• Are records held of investigations into incidents and near misses?			
ONE-STAR ★			
• Does the organisation address improvements through near misses or internal discussions?			
• Has the organisation begun to identify what documentation should be collected? For obtaining baseline information on various relevant environmental impact areas?			

7. Key Environmental Aspects/Impacts are Identified and Managed

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Have those environmental impact areas (Point 8-17) which are relevant to the organisation been scoped in?			
• Is information on environmental impacts reviewed regularly and updated?			
• Have key suppliers, partners and event attendees been included in the baseline assessment of environmental impacts?			
• Is it included life cycle perspectives in Environmental Aspect evaluations?			
TWO-STAR ★ ★			
• Has a baseline assessment of the organisation's impact in each of the relevant areas (8-17) been carried out?			
• Have findings from the baseline assessment been taken into account when setting/ updating objectives and targets?			
• Are there other areas of relevance to the organisation that require consideration? If so, what action is necessary?			
ONE-STAR ★			
• Have the areas (8-17) been reviewed for applicability and relevance?			
• Has each relevant area been considered when setting objectives and targets?			

8. Energy Use

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Has all relevant metering and sub metering for energy use been established?			
• Has the organisation demonstrated continual improvement over time? as a result of measures to reduce energy use.			
• Has all relevant metering and sub metering for energy use been established?			
• Are there opportunities to install renewable energy sources – for example solar panels?			
• Has consideration been given to sourcing electricity through a "green tariff"?			
• Relevant reporting regime in place?			
See also One & Two-Star requirements.			
TWO-STAR ★ ★			
• Have all monitoring arrangements been established for energy consumption?			
• If source data is not available, are appropriate consumption estimation methods used?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Have energy reduction targets been established?			
• Has a detailed improvement implementation plan been set?			
• Are there opportunities to install renewable energy sources – for example solar panels?			
• Has consideration been given to sourcing electricity through a "green tariff"?			
• Have methodologies to implement behavioural change in employees been considered?			
ONE-STAR ★			
• Electricity and Gas Consumption: - Have sources of consumption been identified? - Is metering in place? - Are invoices available and documented? - Are records kept, where and by whom? - Are estimated readings used?			
• If on-site fuel storage/stations are used, are records kept of consumption?			
• Have all major sources of power consumption been identified? - Are Boilers used? - Any other Space heating in place? - Is air conditioning used? - Is large scale IT equipment, servers etc. used? - Is lighting energy consumption monitored? - Temporary Power consumption? - Emergency Generators?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Have potential opportunities for energy efficiency been identified such as: - Boiler replacement? - Boiler controls? - Building Management Controls? - Improved insulation? - Timers? - Awareness – Switch off campaigns? - Lighting Improvements? - Lighting controls? - Movement detectors? - Air conditioning improvements? - IT equipment – energy saving modes of operation? - Server rooms – excess cooling? • Are other forms of energy supplied to the organisation such as: - Diesel/Gas Oil? - Gasoline/Kerosene? - Biomass? - Solid fuel? - Solar power? - Wind power?			

9. Water consumption

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Has all relevant metering and sub metering for water use been established? • Has the organisation demonstrated continual improvement over time? as a result of measures to reduce water use.			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Relevant reporting regime in place? See also One & Two-Star requirements.			
TWO-STAR ★ ★			

• Have all monitoring arrangements been established for water consumption?
 	
• If source data is not available, are appropriate consumption estimation methods used?
 	
• Have water reduction targets been established?
 	
• Has a detailed improvement implementation plan been set?
 	
• Have potential opportunities for water use efficiency been considered such as:
  - Changes to fittings?
  - Use of grey water?
  - Rainwater harvesting?
  - Water saving awareness campaign?			

ONE-STAR ★			

• Is the organisation in a water-stressed region?
 	
• Water Consumption:
  - Have all sources of consumption been identified?
  - Is metering in place?
  - Are invoices available and documented?
  - Are records kept, where, and by whom?
  - Are estimated readings used?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Have all major sources of water consumption been identified such as: - Office Use? - Event Use? - Grounds management? - Other areas of consumption?			

10. Waste Management

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Have opportunities to reduce, reuse and recycle waste been implemented? • Has waste management been included in relevant awareness campaigns? • Has the organisation worked together with its waste contractors to determine optimum reuse & recycling routes? • Are regular audits on waste contractors carried out to determine whether waste is being appropriately disposed of? • Relevant reporting regime in place? See also One- & Two-Star requirements.			
TWO-STAR ★ ★			
• Are waste management plans in place to appropriately dispose of wastes? Are these fit for purpose?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Are methodologies in place to measure and monitor waste generation by type and quantity?			
• Have waste reduction targets been set based on baseline information?			
• Has the organisation established specific waste management plans for events which have been communicated to relevant parties?			

ONE-STAR ★

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
Have all waste generation areas been identified including?			
• Non-Hazardous waste such as: - General Office waste - Event waste/litter - Catering Waste - Demolition and Construction Waste - Metal - Wood wastes - Compostable waste (e.g. from ground management, garden and park waste)			
• Hazardous Waste including: - Oil contaminated waste - Mineral oils - Off specification fuel - Waste from solvent cleaning - Waste Paint - Pesticides			
• For the waste streams identified – what arrangements are in place for: - Segregation? - Storage? - Security? - Transport? - Disposal?			

11. Issues related to Ground and Water Pollution are identified and managed

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Are storage facilities and all temporary arrangements in compliance with international best practice (current laws and regulations)? • Is periodic emergency planning, testing undertaken on pollution control scenarios? How and where is this recorded? • Risk reduction awareness – implemented procedures? • Is it identified potential issues (for example river crossing during an event), or crossing nearby water protection areas) with the aim to reduce risk for environmental pollution ? • Relevant reporting regime in place? See also One- & Two-Star requirements.			
TWO-STAR ★ ★			
• Are there any areas of historic contamination under the control of the organisation and are these suitably monitored? • Has the pathway for any pollutant into surface or ground water been considered? • Does emergency planning include consideration of potential ground or surface water contamination including from fire water?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Are there any additional risks to the environment associated with events or non-routine operations?			
ONE-STAR ★			
• Is the storage of potentially polluting material under the control of the organisation including? - Fuel? - Lubricants? - Brake fluid? - Coolants? - Other chemicals?			
• Have appropriate spill kits been provided?			
• Have storage tanks been assessed as adequate and appropriately bunded?			
• Are there any signs of corrosion, leaks or drips?			
• Have pipes, valves, seals etc. been checked for leaks?			
• Are arrangements in place to control the deliveries of materials that could pose a pollution risk.			
• Are storage areas protected against theft?			
• Are any mobile bowsers in use that could cause pollution?			
• Is pollution from surface water runoff from parking areas controlled through oil interceptors or other equipment?			

12. Supply Chain / Procurement of Materials and Services

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Does the organisation demonstrate environmental leadership towards the supply chain?			
• Are additional controls in place to integrate environmental policy into design activities?			
• Have potential environmental improvements been identified and discussed with suppliers?			
• Has a procurement strategy (policy) been developed with a clearly defined environmental focus?			
• Where feasible, are materials used which are environmentally certified, locally sourced and are reusable/recyclable?			
• Relevant reporting regime in place?			
• Can the organisation demonstrate proactive engagement with the supply chain to encourage key suppliers to improve their environmental performance?			
See also One- & Two-star requirements.			
TWO-STAR ★ ★			
• Are monitoring arrangements established for key material purchases?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Have opportunities to substitute materials with those with less environmental impact been explored/ implemented?			
• Have opportunities to reduce material consumption been explored/ implemented?			
• Has a vehicle purchasing policy been developed, taking account of environmental factors appropriate to the organisation, and has it been implemented?			
• Are environmental issues included in the organisation's procurement procedures?			
ONE-STAR ★			
• Have the main resource categories purchased by the organisation been identified including: - Event consumables (e.g. food packaging) - Paper - Materials for temporary constructions - Office consumables - Cleaning materials - Fuel - Maintenance materials - Provision of cars for staff			
• Have environmental issues been included within design, such as design of: - A rally routes - New or modified tracks or stadiums - New offices - Changes of use of infrastructure			

13. Transport

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			

• Has the organisation prepared a transport or travel plan for?
  - Routine travel?
  - Events?
 	
• Does the organisation proactively engage with key parties in order to improve the environmental performance of transport related impacts?
 	
• Relevant reporting regime in place?
 	
See also One- & Two-Star requirements.			

TWO-STAR ★ ★			
• Have targets for reduction of transport related impacts been developed? • For events, has information on public transportation been provided to all relevant parties? • Have opportunities for reducing transport to/ from/within the organisation as well as options for transport with reduced environmental impact, where possible, been identified? • Are event locations selected taking into account public transport availability? • Are there opportunities to avoid business travel through the use of tele/video conferencing?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Have options been considered to minimise maintenance related transport? • Have options to use fuel efficient internal vehicles been considered?			

ONE-STAR ★			
• Have the main transport related issues associated with the following (as a minimum) been considered? - Staff commuting travel. - Spectator travel? - Participant travel? - Business travel?			

14. Biodiversity and Heritage

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON

THREE-STAR ★ ★ ★			
• Is this Best Practice Principle so to the organisation? If relevant: • Is there the potential for improving biodiversity on site through measures such as: - Planting of trees - Hedgerow management - Grassland management - Use of water runoff - Bird/bat boxes • Have long term monitoring arrangements for areas of ecological importance been established?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
TWO-STAR ★ ★			
• Are the main biodiversity impacts from routine and non-routine operation of the organisation identified?			
• Are targets for reduction of biodiversity related impacts established?			
• Have options for mitigation of biodiversity/ heritage impacts been identified?			
ONE-STAR ★			
• Does the organisation lie or operate in any ecologically or archaeologically important areas?			
• Are the potential impacts on biodiversity from a temporary event such as a rally considered in setting the route?			

15. Noise

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Does the organisation actively engage with local stakeholders with regards to noise from events?			
• Are noise levels from events in compliance with local regulatory requirements or internationally accepted best practice if this is more stringent?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Relevant reporting regime in place? See also 1- & 2-Star requirements.			
TWO-STAR ★ ★			

• Are noise levels from an event assessed as being comparable with local requirements?
 	
• Are any control measures in place to address noise issues, such as:
  - Vehicle noise testing
  - Drive by monitoring
  - Limitations on PA announcements
  - Event scheduling			

ONE-STAR ★			
• Do the organisation's operations create noise that could be perceived as a nuisance? • Have local regulators specified any controls to limit noise? • Have there been any noise complaints from neighbours or the local community?			

16. Air Quality

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• If necessary, is routine monitoring and measurement of air quality carried out and the results communicated to interested parties?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Is the contribution from the organisation and its activities to local air quality levels in line with internationally accepted best practice? • Is engagement carried out with event attendees including participating teams to increase awareness on air quality issues? • Relevant reporting regime in place? See also One- & Two-Star requirements.			
TWO-STAR ★ ★			
• Are monitoring procedures in place to assess air quality and the contribution to air quality? • Have targets for reducing air pollution been established and maintained?			
ONE-STAR ★			
• Have local regulators specified any controls with regard to air quality? Are these being complied with? • If relevant, does the organisation have any information on local air quality such as levels of: - NOx - SO2 - PM10 • Are there any sensitive receptors (e.g. residential property) in close proximity to the site which should be considered in formulating an air quality policy?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Are any significant changes planned for the organisation that would impact on air quality such as: - Changes in traffic flows to and from an event? - Relocation?			

17. Carbon Emissions

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
THREE-STAR ★ ★ ★			
• Has any quantification been carried out for Scope 3 emissions i.e. associated carbon emissions releases from (it`s expected that Scope 1 & Scope 2 emissions are already included): - Business travel in non-company-owned vehicles - Employee commuting - Incineration of office waste or decomposition in a landfill - Fuel use by competitors - For events – e.g competitors' travel and spectators' travel - Outsourced construction and maintenance - Disposal of waste from routine operations and events • Has a baseline year been established for the organisation's carbon footprint? • Have all possible energy reductions through energy efficiency been implemented?			

TOPIC	YES, NO, N/A	NOTES	RESPONSIBLE PERSON
• Has the potential for carbon offsetting of emissions been identified?			
• Has the organisation attained carbon neutrality?			

TWO-STAR ★ ★			
• Have processes for the measurement and monitoring of carbon emissions been established?			
• Have targets for reduction of carbon emissions been established and maintained?			
• Have appropriate Scope 1 and 2 carbon emissions and emission factors been identified for: - Combustion of fuel in equipment owned by the organisation - Electricity Use - Gas Use - Business travel in vehicles owned by the organisation - Employees commuting in company owned vehicles - Other relevant activities			

ONE-STAR ★			
• Following identification of the principal energy sources (See Section 8 - Energy), has the information been collated in order to establish the associated releases of carbon emissions from the organisation?			
• Have other main sources of carbon emissions from the organisation been identified			

FURTHER READING

Additional information on some of the points discussed can be found in the key reference documents listed below. Although they are presented in technical language, they provide a framework upon which an organisation's management system can be built. It is recommended that some familiarity with them is gained during the implementation process. It should also be noted that by the time the Three Star accreditation benchmark is obtained the organisation's management system would be very closely aligned to ISO 14001 and it would then be possible to seek certification to this standard should this be required.

REFERENCE DOCUMENTS

1. International Standard ISO 14001: 2015
Environmental management systems - Requirements with guidance for use.
2. International Standard ISO 14004: 2015
Environmental management systems - General guidelines on principles, systems and support techniques.
3. International Standard ISO 19011: 2011. Guidelines for auditing management systems
4. International Standard ISO14064-1:2006.
Greenhouse gases - Part 1: Specification with guidance at the organisational level for quantification and reporting of greenhouse gas emissions and removals
5. British Standard BS 8555: 2003.
Environmental management systems - Guide to the phased implementation of an environmental management system including the use of environmental performance.
6. PAS 2060: 2010
Specification for the demonstration of carbon neutrality 7. IEMA (2003)
The BS 8555 SME Workbook Phase 1: Commitment and Establishing the Baseline.
Available from: **www.iema.net/ems/downloads**

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