



## Self-assessment questionnaire

### How ready are you for ISO 14001?

This document has been designed to illustrate your company's readiness for an ISO 14001 Environmental Management System. By completing the questionnaire your results will allow you to self-assess your organization and identify where you are in the ISO 14001 process.

Information provided will not be disclosed and will be destroyed immediately after use. Please mark your answers  for **Yes** and **leave blank for No**. To order a copy of the ISO 14001 Standard please visit [bsigroup.co.uk/buy](http://bsigroup.co.uk/buy)

Registered name: .....

Trading name: .....

Main site address: .....

Postcode: .....

Tel: .....

Fax: .....

Website address: .....

Contact: .....

Position: .....

Email: .....

Mobile: .....

Number of employees overall: .....

Number of employees at main site: .....

#### Other sites

Address of additional location: .....

Tel: .....

Fax: .....

Main activity: .....

Number of employees: .....

Address of additional location: .....

Tel: .....

Fax: .....

Main activity: .....

Number of employees: .....



**3. Waste management**

- Do you produce or handle any of the following?
- Solid waste (e.g. inert waste, general waste, domestic waste)
- Hazardous waste (e.g. flammables)
- Special waste (e.g. metals/oil residues)
- Clinical waste (e.g. healthcare waste)

**Please detail the waste you generate**

Waste type	Activity creating this	Method of waste disposal	Site legislation/ regulation/licence
e.g. Paint	Paint sludge	Licensed waste spraying contractor	Special Waste Regulations (UK)
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- Do you monitor your waste streams?
- Do you have objectives and targets for dealing with waste?
- Do you have documented procedures for identifying, monitoring and controlling waste?
- Have you conducted training for your waste management procedures?
- Have you audited these procedures?
- Do you hold your own Waste Management licence?
- Do you have copies of Licences for your waste transporters or disposal sites?
- Do you have a register of consignment/transfer notes?
- Do you have a site plan of waste generation and storage points?
- Where is this plan kept?
| ..... |  |
- Do you dispose of any waste on your site?
- If so, where?
| ..... |  |
- Do you treat any waste on your site?
- If so, where?
| ..... |  |
| ..... |  |

**4. Handling and storage**

**Managing hazardous material storage**

- Do you handle/store hazardous materials?
- Do you have any of the following?

  - underground storage tanks?
  - above ground storage tanks?
  - bulk storage e.g. drums?

- Do you have procedures for managing storage areas, spills and potential contamination?
- Have you audited these procedures?
- Do you conduct any integrity testing of underground storage tanks?
- Do you have site plans of storage areas?

**Please detail what hazardous material you handle/store**

Material	Purpose	Means of Storage
e.g. Solvents	Degreasing	Secure drums, binded area
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**5. Soil and groundwater protection**

- Is there any historic evidence of soil and groundwater contamination?
- Have you conducted any soil and groundwater contamination surveys?
- Have you found any soil or groundwater contamination?
- If so, have objectives and targets been set to remediate this soil or groundwater contamination?
- Have you remediated this contamination?

**6. Noise control**

- Do you have any sensitive noise receptors? e.g. residents, neighbours
- Have you set any objectives and targets to control external noise?
- Do you have procedures for monitoring external noise?
- Have you conducted training regarding your noise monitoring procedures?
- Have you audited these procedures?
- Are controls imposed on you by regulatory authorities?
- If so, please describe controls:
| ..... |  |
| ..... |  |

**7. Resource consumption**

- Do you monitor water consumption?
- Do you monitor energy consumption?
- Do you have any objectives and targets directed at resource consumption?
- Do you monitor consumption of raw materials?
- Do you have any recycling/reuse/redesign initiatives for products, materials and processes?

**8. Other environmental impacts**

- Have you considered any of your activities giving rise to:
- Odour?
  - Dust?
  - Vibration?
  - Visual impact?
  - Do you manufacture, use or store any ozone-depleting substances?
  - Do you manufacture, use or store polychlorinated biphenyls?
  - Do you have any radioactive sources?
  - Are there any special heritage considerations in the operations, developments or activities at your site?
  - Do you – in any part of your activities or properties – engage in activities that promote the interests of wildlife?
- If so, please describe:
- .....

**9. Other issues**

- Are there any special requirements on your processes or products that relate to human health or life?
- Are your products or services used in warfare in any way?
- Are your products or services used to control growth of flora or fauna in any way?

**10. Supply chain impact**

- Have you communicated with your suppliers regarding their environmental impacts?
- Do you have any influence on your suppliers to improve their environmental impact?

**11. Environmental aspects identification**

- Have you conducted an exercise to identify the environmental aspects of your activities, products or services?
- If so, when was this completed?
- .....
- Have you determined significant environmental impacts? If so, what are they?
- .....
- Do you have an environmental policy? If so, when was it issued?

How is the policy made available to the public?

**12. Multiple sites**

- Do you have more than one site that is to be covered by your Environmental Management System (EMS)?
- Is the structure of your EMS common to all sites?

Please give a brief description of the structure of your EMS

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Please provide a brief description of the activities/processes/products/services of your organization

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For BSI to complete the analysis on your behalf, please email a saved copy of your completed questionnaire to: [certification.sales@bsigroup.com](mailto:certification.sales@bsigroup.com)



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