

NSAI

ENVIRONMENTAL MANAGEMENT SYSTEM QUESTIONNAIRE

Applicable to

I.S. EN ISO 14001:2015

Return completed:

Section 1: EMS Technical Questionnaire

For completion prior to registration or upgrade to 14001:2015.

(To be reviewed for accuracy and updated as appropriate at re-assessment.)

Section 2: EMS Requirements Checklist

For completion by all clients.

Section 3: EMS Three Year Summary

For completion when the audit is a three year re-assessment

with any other relevant information to:

Certification Services

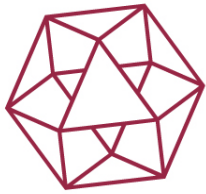
NSAI

1 Swift Square
Northwood
Santry
Dublin 9

For North American Applications:

NSAI North America – East

402 Amherst Street
Nashua
NH 03063



SECTION 1

EMS TECHNICAL QUESTIONNAIRE

1.0 General Information																																							
1.1	Applicant Name:																																						
1.2	Address:																																						
1.3	Contact Name:																																						
1.4	Telephone No.:																																						
1.5	Email Address:																																						
1.6	Website URL:																																						
1.7 Sites relevant to this application:																																							
<input type="checkbox"/> Single Site		<input type="checkbox"/> Multiple Locations as listed beneath																																					
<table border="1"> <thead> <tr> <th>Address</th> <th>Contact</th> <th>Employee Nos.</th> <th>Email</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Address	Contact	Employee Nos.	Email																																
Address	Contact	Employee Nos.	Email																																				
1.8 Major products currently manufactured at this facility / site:																																							



1.9 Summary of Significant Impacts						
	APPLICABLE?		SIGNIFICANT (only if applicable)			
Dust	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Odour	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Noise and Vibration	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Emissions to Atmosphere (Gases / fumes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Discharges to sewer (foul / stormwater)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Discharges to waterways / rivers / sea	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Discharges to groundwater	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Soil or land contamination	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Underground piping integrity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Underground storage tanks	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Bund integrity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Use of land	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Use of water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Use of fuels or energy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Use of transport	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Consumption of renewable resources	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Consumption of non- renewable resources / chemicals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Impacts on Eco-systems	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
GMO (Genetically Modified Organisms)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Visual impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Product design for environment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Electromagnetic radiation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Other Radiation sources	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Disposal of Hazardous wastes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Disposal of non-hazardous waste	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
PCBs in Transformers or capacitors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Discharge of thermal energy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Illumination (lighting)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		



1.10 Issues which have been considered			
Please confirm that you have considered the following issues when determining your significant aspects:			
Normal operating condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Start-up and shut down conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Maintenance operations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Accident and emergency situation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Past environmental incidents	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If any please provide brief details in box below
Past activates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If any please provide brief details in box below
Current activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Planned activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If any please provide brief details in box below
Details to provide more information on above items:			





2.0 Strategic Issues	
2.1 Licences and Permits	
Please provide details of licences and permits including building permits / planning permission:	
i.	
ii.	
iii.	
iv.	
v.	
vi.	
vii.	
2.2 COMAH (SEVESO II)	
Site:	<input type="checkbox"/> Does not qualify <input type="checkbox"/> Lower Tier <input type="checkbox"/> Upper Tier <input type="checkbox"/> Domino effect
2.3 Underground Services	
Pipes: Other than gas and water state nature of fluid(s):	
Tanks: Other than water state nature of fluid(s):	
2.4 Genetically Modified Organisms	
Please give details of GMO use:	
2.5 Chemical Use	
<input type="checkbox"/> User of chemicals <input type="checkbox"/> Chemical mixed on site <input type="checkbox"/> Organic chemical synthesis <input type="checkbox"/> Inorganic chemical synthesis	
2.6 Radioactive Materials	
Amount on site (kg):	
2.7 Bulk waste facility	
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable	
The scope covers:	
<input type="checkbox"/> Landfill (non hazardous) <input type="checkbox"/> Landfill (hazardous) <input type="checkbox"/> Incineration <input type="checkbox"/> Waste transfer and/or consolidation <input type="checkbox"/> Waste processing (separation, crushing (C+ D), neutralisation, etc)	

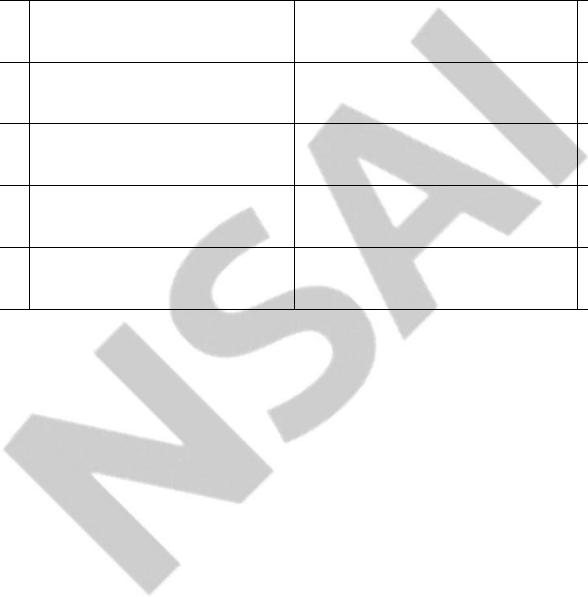


2.8 Amount of hydrocarbon fuel stored on the site (e.g. Diesel, Gas oil, HFO, Kerosene etc.)

Total amount (Litres):	
Capacity of largest tank and contents (Litres):	

2.9 Amount of Bulk Chemicals stored (other than hydrocarbon fuels and over 5000 Litres)

Chemical	Capacity of Tank (Litres)	Tank Materials (✓ if mild steel)	Pressure (✓ if atmospheric)	Year of last inspection



**3.0 Environmental Programmes***(Please provide objectives and targets as applicable)*

		Objective	Target
	Energy Consumption:		
	Waste Generation:		
	Water consumption:		
	Raw material usage:		

Please submit the completed form with your application. You are not required to complete any of the annexes unless you have identified the need on the above questionnaire



**Supplementary information for Medium and Higher Complexity and some special Case categories****SECTION A****Emissions to Atmosphere****A.1 Number of stacks at site**

--	--

A.2 Sources being vented by stacks

	Heating:	
	Manufacturing:	
	Other (please specify):	

A.3 Nature of emissions and amounts / annum:

--	--



**SECTION B****Discharges to sewers, drains, waterways, ground etc.****B.1 Average volume of wastewater discharged (m³/day):**

	Maximum discharge (m ³ /day):	
	Minimum discharge (m ³ /day):	

B.2 Describe types of treatment prior to discharge and where discharged:

--	--

B.3 Sources of wastewater:

--	--

B.4 Characteristics/ranges of wastewater discharged (specify licence limits in brackets after mean concentration)

pH:	()	COD (mg/l):	()
SS (mg/l):	()	BOD (Mg/l)	()
Temperature (deg. C):	()		()
FOG (mg/l):	()	Organics (mg/l):	()
Nitrate (mg N/l)	()	Nitrite (mg N/l):	()
Ammonia (mg N/l):	()	Chloride (mg Cl/l):	()
Sulphate: (mg SO ₄ /l):	()	Cyanide (mg CN/l):	()
Sulphide (mg H ₂ S/l):	()	Other non-metallic (mg/l):	()
Metals (mg/l) (Specify metal):			
Surfactants (mg/l)	Anionic:	Cationic:	Non-ionic:

B.5 Describe other discharges if not wastewater

--	--



SECTION C

Soil or Land Contamination

C.1 Specify the nature of the contamination:

--	--

C.2 Specify the action being taken to ameliorate the contamination

--	--





SECTION D

Use of non-renewable Resources and Chemicals

D.1 Please name and quantify the volume / tonnage of the 10 most used materials (including gases, liquids and solids)
Specify the quantity by period of use (e.g . per week, per year etc)

1.	()	6.	()
2.	()	7.	()
3.	()	8.	()
4.	()	9.	()
5.	()	10.	()

D.2 List the most toxic substances used:

--

SECTION E

Disposal of Hazardous Wastes

E.1 Nature and composition of wastes generated and how stored:

Waste	Composition	Storage	Treatment	Disposal	Amount / year



SECTION F

Disposal of Non-hazardous Wastes (if total over 25T per annum)

F.1 Nature and composition of wastes generated and how stored:

Waste	Composition	Storage	Treatment	Disposal	Amount / year





NSAI

SECTION 2

EMS REQUIREMENTS CHECKLIST

Applicable to

I.S. EN ISO 14001:2015

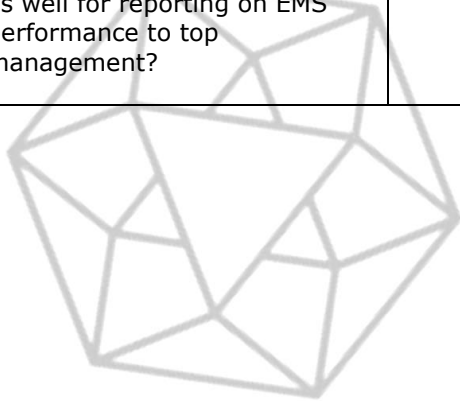
**Please complete the response / evidence requirements
and email the completed questionnaire to your NSAI
Auditor for verification prior to the audit**



4	CONTEXT OF THE ORGANISATION (CLAUSE 4)			
	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
4.1	<p>What are the external and internal issues that are relevant to your organisation's purpose and the achievement of intended outcomes and including environmental conditions being or capable of being affected?</p> <p>How frequently, where and in what context, are these issues reviewed and monitored?</p>			
4.2	<p>In the context of the EMS:</p> <p>Who are the relevant interested parties?</p> <p>What are their needs and expectations?</p> <p>Which of these needs and expectations become compliance obligations?</p>			
4.3	<p>What is the scope of the EMS, taking into account the external and internal issues compliance obligations, organisational units, functions and Physical boundaries, activities, products and services, authority and ability to exercise control & influence?</p> <p>Are off site premises, rented properties and other addresses not located at the main HQ accounted for.</p>			
4.4	<p>List the EMS processes and their interactions, that are needed to achieve intended outcome including environmental performance?</p>			



5 LEADERSHIP (CLAUSE 5)				
5	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
5.1	Who are the top management within the organisation?			Y
5.1	What role do top management take in monitoring the effectiveness of the EMS? Are requirements (a) to (i) adequately addressed?			
5.2	How have the EMS policy and objectives been established and communicated? Does the policy adequately meet requirements (a) to (e)?			
5.3	How have top management assigned and communicated responsibilities and authorities for relevant roles within the organization? Have top management assigned responsibility and authority for ensuring compliance with the standard as well for reporting on EMS performance to top management?			





6	PLANNING (CLAUSE 6)			
	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
6.1.1	<p>What processes are required to ensure the EMS meet requirements 6.1.1 to 6.1.4?</p> <p>Is consideration given to requirements 4.1. and 4.2?</p>			
6.1.2	<p>How are environmental aspects determined and have the significant environmental impacts been identified?</p> <p>What did the organisation take into account when determining environmental aspects and impacts?</p> <p>Are significant impacts communicated as appropriate in the organisation?</p> <p>What documented information is maintained with respect to environmental impacts?</p> <p>Have risks and opportunities associated with threats and opportunities been considered?</p>			
6.1.3	<p>How are compliance obligations determined and is their relevance to the organisation understood?</p> <p>What documented information for compliance obligations is maintained?</p>			
6.1.4	<p>What are the planned actions required to address</p> <ul style="list-style-type: none"> • Significant environmental aspects • Compliance obligations • Risks and opportunities <p>How are these integrated into the EMS processes and evaluated for effectiveness?</p>			
6.2.1	<p>What Environmental objectives have been established?</p> <p>How are these documented?</p>			
6.2.2	<p>How are actions planned to achieve these Environmental objectives?</p> <p>What has been defined for</p>			



6	PLANNING (CLAUSE 6)			
	Requirement	Response/Evidence	Auditor verification <i>For office use only</i>	Compliant (Y/N)
	these objectives? Have environmental objectives been integrated into the organisations business processes?			



NSAI



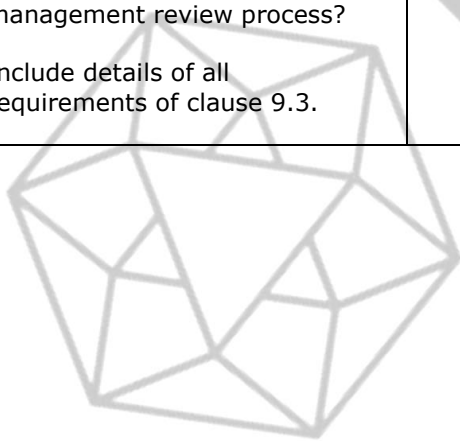
7	SUPPORT (CLAUSE 7)			
	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
7.1	What resources have been provided for the establishment, implementation, maintenance and continual improvement of the EMS?			
7.2	How has the organisation ensured that those persons doing work under their control are competent and adequately trained? All competence & training needs reviewed? Is documented information available to confirm this?			
7.3	How has the organisation ensured that those persons doing work under their control are aware of the environmental policy and objectives, their contribution to these and the implications of not conforming?			
7.4	What internal and external communications are relevant to the EMS? What? When? With whom? How?			
7.5	What documented information is required for the effective implementation and operation of the EMS? How is documented information updated and controlled? Are requirements 7.5.1.,2 & 3 adequately addressed?			



8 OPERATION (CLAUSE 8)				
8	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
8.1	<p>What processes are required to meet EMS and to implement actions for 6.1 & 6.2?</p> <p>How does the organisation manage the risks associated with change?</p> <p>How do you ensure that outsourced processes, products, and services are controlled or influenced?</p> <p>Have the organisation considered the life cycle perspective in the:</p> <ol style="list-style-type: none"> 1. Design and development processes 2. Procurement of product and services 3. Communication with providers/contractors 4. Transportation, delivery, end of life treatment and disposal of products. 			
8.2	<p>Define the organisation's Emergency preparedness and response?</p> <p>Are these procedures periodically tested and records of this testing maintained?</p>			



9	PERFORMANCE EVALUATION (CLAUSE 9)			
	Requirement	Response/Evidence	Auditor verification <i>For office use only</i>	Compliant (Y/N)
9.1.1	<p>How does the organisation determine what processes need to be monitor, measure analyse and evaluate its environmental performance?</p> <p>List main measurements.</p>			
9.1.2	<p>How does the organisation determine and manage its compliance obligations?</p> <p>Is sufficient documented information maintained as evidence of compliance evaluation results?</p>			
9.2	<p>Define the organisations internal audit process?</p> <p>Include details of all requirements of clause 9.2.</p>			
9.3	<p>Define the organisations management review process?</p> <p>Include details of all requirements of clause 9.3.</p>			

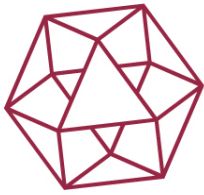




10	IMPROVEMENT (CLAUSE 10)			
	Requirement	Response/Evidence	Auditor verification For office use only	Compliant (Y/N)
10.1	How does the organisation determine and select opportunities for improvement?			Y
10.2	Define the organisations processes for managing nonconformities and the related corrective actions?			
10.3	How does the organisation continually improve the suitability, adequacy, and effectiveness of the EMS and enhance environmental performance?			

SIGNATURES:**Client Representative:**

Signature:		Date:
Auditor:		
Signature:		Date:



NSAI

SECTION 3

EMS THREE YEAR SUMMARY OF CHANGE

1.	List Continual Improvements Realised during Past 3 Years
2.	List Organisational and Staff Changes during Past 3 Years
3.	List Training and other Staff Development Initiatives during Past 3 Years
4.	List Significant Client Problems/Feedback Occurring during Past 3 Years
5.	List Significant Internal Audit Findings and Program Changes during Past 3 Years
6.	List Significant Process Changes during Past 3 Years
7.	List Significant Management System Revisions/Updates during Past 3 Years
8.	List New or Revised Legal/Regulatory Matters Arising during Past 3 Years:
9.	List any penalties, prosecutions or pending prosecutions in relation to Environmental Aspects/Impacts in the Past 3 Years



10. Additional Notes or Pertinent Information:

--



NSAI