

Application form

Environmental questionnaire

This questionnaire has been developed in conjunction with Constructing Excellence, who have fully endorsed the content.

Constructing Excellence is the leading organisation dedicated to improving industry performance for a demonstrably better built environment. It was grant-funded by the DTI until March 2007 and is now a thriving membership-governed organisation, working on business improvement with member organisations and with government and consultancy commissions. For more information please visit www.constructingexcellence.org.uk.

Firm Declaration

I confirm that the information I have given in this form is a true and accurate statement of the organisation's environmental and sustainability policy and procedures.

Your name			
Name of organisation			
Select Accredited number			
Phone number			
Signature		Date	

Section A: Compulsory Questions

You must complete all the questions in this section annually to maintain your registration with us. Please send in additional sheets if there is insufficient room on the form.

1.	Does your organisation have an Environmental Policy?	Yes		No		
If 'Yes' please send us a copy of your policy index and contents.						
2.	Does someone in your organisation have overall responsibility for environmental issues?	Yes		No		
If 'Yes' please give details of their name, position and qualifications below:						
	Name	Position	Director			
	Do they have any environmental qualifications?				Yes	No
3.	Does your organisation have access to competent advice on environmental issues?	Yes		No		
If 'Yes', please supply details of the source of the competent advice.						
4.	Are you currently operating an environmental management system such as ISO 14001, EMAS or BS 8555?	Yes		No		
If 'Yes', please enclose evidence.						

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5.	If you answered no to question 4, are you planning to implement an environmental management system such as ISO 14001, EMAS or BS 8555?	Yes		No	
If 'Yes', please enclose evidence.					

6.	Do you regularly carry out environmental reviews, risk assessments or audits?	Yes		No	
If 'Yes', please enclose evidence including date of last review/risk assessments/audits.					

7.	Do you have a specific procedure for any complaints received regarding environmental issues?	Yes		No	
If 'Yes', please provide a copy of the procedure.					

8.	Has the Environment Agency or any local authority taken any enforcement action against you in the last five years?	Yes		No	
If 'Yes', please give details.					

9.	Is there any other environmental-related criminal or civil action pending against you?	Yes		No	
If 'Yes', please give details.					

10.	Does your organisation hold a waste management licence?	Yes		No	
If 'Yes', please enclose a copy					

11.	Does your organisation hold a Registration of Carriers certificate?	Yes		No	
If 'Yes', please enclose a copy					

Section B: Non Compulsory Questions

You do not have to fill in this section to register with us. However, to improve your chances of being invited to tender and so that you are better prepared for contracts within the public sector, we strongly recommend that you fill it in.

Please send in additional sheets if there is insufficient room on the form.

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1.	Are you a member of an Industry Environmental Association, Green Business Club, or similar business group tackling environmental issues?	Yes		No	
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If 'Yes', please provide details.

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2.	Are there any environmental initiatives that you are carrying out/have carried out?	Yes		No	
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If 'Yes', please provide details.

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3.	Do you comply with any industry Codes of Practice which address environmental issues?	Yes		No	
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If 'Yes', please provide details.

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4a.	How does your organisation identify the environmental issues associated with the services you provide? (Please indicate which stage in the project issues are identified e.g. on site at the design stage etc.)	Yes		No	
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4b.	Do you keep any records to show what actions have been taken?	Yes		No	
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4c.	How do you ensure your staff are aware of the environmental issues you have identified and are capable of the tasks they are required to carry out? (Please indicate how you make them aware, how you keep them up-to-date and what training you give them.)
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4d. How often do you involve your employees to help ensure good environmental performance?
(Please delete all except one):

Continually	Often	Rarely	Never
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4e. How do you ensure that your subcontractors and members of your supply chain are aware of the environmental issues you have identified?
(Please indicate how you make them aware, how you measure and monitor them, how you keep them up-to-date).

5. Do you consider the environmental impact of materials you use/specify?

Yes		No	
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If 'Yes', how do you assess this?

6. Do you use Site Waste Management Plans to ensure that waste is minimised and managed effectively throughout your business?

Yes		No	
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If 'Yes', please give details.

If 'No', do you address waste minimisation and management in any other way?

7. Do you take steps to reduce the environmental impact of transport associated with the materials you purchase or the services/products you provide?

Yes		No	
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If 'Yes', please give details.

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8. Do you use or buy recycled materials or products or energy from 'environmentally friendly' sources?	Yes		No	
If 'Yes', please give examples.				

9. Do you consider the energy efficiency in your business or services or products you provide?	Yes		No	
If 'Yes', how do you incorporate suggestions for improvement?				

10. Do your procedures aim to reduce the energy requirements of your products/services?	Yes		No	
If 'Yes', how do you reduce your energy requirements?				

11. Do you consider the water efficiency in your business or services/products you provide?	Yes		No	
If 'Yes', how do you incorporate suggestions for improvement?				

12. Does your organisation produce emissions (other than CO2) regularly as part of your business?	Yes		No	
If 'Yes', please state what emissions they are and what you do to minimise them.				



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13. Does your organisation have procedures to respond to and mitigate the impacts of any emergencies or events that may harm the environment?	Yes		No	
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If 'Yes' or 'No', please provide a brief description.

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