



ENVIRONMENTAL CERTIFICATION FRAMEWORK ACCREDITATION GUIDELINES CHECKLIST

INTRODUCTION

This checklist has been developed to provide a step by step approach to assist FIA stakeholders with the implementation of the FIA *Accreditation Guidelines*. This approach is in line with the FIA's commitment to improve environmental performance across all organisations affiliated with motor sport events.

This document is designed to act as a prompt or aide memoire for each section of the *Accreditation Guidelines* and provides guidance primarily for achieving the Achievement of Excellence level of the Environmental Certification Framework (ECF) - please refer to the FIA *ECF Accreditation Guidelines* for further details. It is not the intent of this document to address every possible element up to and including "Achievement of Excellence" level, and it is assumed that the Commitment to Excellence and Progress towards Excellence level requirements would have been met at this stage. Sections 8-17 act primarily as a checklist of potential environmental impacts and some high level suggestions of which areas should be addressed in accordance with best practice.

For further details please refer to the FIA *Environmental Certification Best Practice Framework* and *Accreditation Guidelines*.



FIA ENVIRONMENTAL CERTIFICATION FRAMEWORK: ACCREDITATION GUIDELINES CHECKLIST

PART 1- FRAMEWORK AREA: CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT

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

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Does the organisation demonstrate a clear commitment to Environmental management? - Is the policy periodically updated based on latest targets and performance indicators? - Does senior management regularly (at least annually) review the EMS? - Do records demonstrate continual improvement of environmental performance? - 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 been identified, and is engagement with stakeholders in place?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Progress towards Excellence				
- Is a publically available Environmental Policy in place? - Is the policy aligned with ISO14001 requirements? - Is a member of the organisation's senior management given responsibility for environmental performance?				
Commitment to Excellence				
- Has an environmental champion/manager been appointed? - Has senior management buy-in for the policy and the Environmental Management System (EMS) been obtained? - 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	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Have clearly defined, SMART objectives and targets been set? - Do they cover the environmental impact areas identified as relevant in Sections 8-17?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Are objectives and targets reviewed and updated regularly?				
Progress towards Excellence				
- Are the objectives and targets measureable (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?				
Commitment to Excellence				
Have preliminary environmental objectives and targets been set with the aim of improving performance?				

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

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Has a communication program been established to regularly communicate details regarding the EMS to permanent and temporary employees, contractors, suppliers, teams, sponsors, event attendees and any other interested parties? - Has a knowledge sharing plan been established to communicate environmental challenges and successes with peers?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Progress towards Excellence				
- Is a platform available for external and internal stakeholders to provide feedback or record complaints? - Are feedback and complaints regularly monitored, recorded and responded to? - 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?				
Commitment to Excellence				
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	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Progress towards Excellence				
- 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? - Have any non-compliance areas been identified and addressed?				
Commitment to Excellence				
- 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	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
Is reporting carried out in line with internationally accepted standards on the relevant environmental impact areas (based on Best Practice Principles 8-17) identified for the organisation?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Progress towards Excellence				
- Have environmental indicators 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 set performance indicators? - Are these indicators linked to environmental targets? - Are processes in place to periodically monitor and measure performance based on targets set in Best Practice Principle 2 on a regular basis?				
Commitment to Excellence				
Has the organisation set basic environmental indicators related to the environmental impact areas (Best Practice Principles 8-17) of relevance to the organisation? What are they?				

6. Processes for Internal Auditing, Documentation and Record Keeping are established

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Are resources available to commence internal auditing? - Is training required for potential internal auditors?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- Has a procedure for internal auditing been developed? - Is a schedule of internal audits established and maintained? - Have internal audits commenced? - Have the findings raised through internal audits been documented, tracked if required and corrective and preventive action taken? - Has a procedure for corrective and preventive action been established and maintained? - Has a procedure for document control and record retention been established and maintained?				
Progress towards Excellence				
- Is documentation available to support the management system with respect to the impact areas 8-17 below? - Energy use - Water use - Waste disposal - Ground and water pollution control - Purchases of key materials - Transport Issues - Biodiversity - Noise monitoring - Air quality - Carbon Footprint - Are relevant records held to demonstrate legal compliance? - If an environmental accident or near miss occurs, is this reported to senior management?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Are records held of investigations into incidents and near misses?				
Commitment to Excellence				
Has the organisation begun to identify what documentation should be collected for obtaining baseline information on various relevant environmental impact areas specified in points 8-17?				

7. Key Environmental Impacts are Identified and Managed

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Have those environmental impact areas (Best Practice Principles 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?				
Progress towards Excellence				
- 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?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Commitment to Excellence				
Have the areas (8-17) been reviewed for applicability and relevance?				
Has each relevant area been considered when setting objectives and targets?				

PART 2- FRAMEWORK AREA: KEY ENVIRONMENTAL IMPACT AREAS

8. Energy Use is reduced

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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?				
Progress towards Excellence				
- Have all monitoring arrangements been established for energy consumption? - If source data is not available, are appropriate consumption estimation methods used? - 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?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Commitment to Excellence				
- 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? - 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?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- 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 is reduced

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
• 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?				
Progress towards Excellence				
• Have all monitoring arrangements been established for water consumption?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
• 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?				

Commitment to Excellence

• 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? • Have all major sources of water consumption been identified such as: - Office Use? - Event Use? - Grounds management? - Other areas of consumption?				
--	--	--	--	--

10. Waste Management is demonstrated

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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?				
Progress towards Excellence				
- Are waste management plans in place to appropriately dispose of wastes? Are these fit for purpose? - 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?				
Commitment to Excellence				
Have all waste generation areas been identified including: - Non Hazardous waste such as: - General Office waste				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- 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	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
• Are storage facilities in compliance with international best practice? • Is periodic emergency testing undertaken on pollution control scenarios? How and where is this recorded?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Progress towards Excellence				
- 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? - Are there any additional risks to the environment associated with events or non-routine operations?				
Commitment to Excellence				
- 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?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- 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 bowzers in use that could cause pollution? - Is pollution from surface water runoff from parking areas controlled through oil interceptors or other equipment?				

12. Environmental impact of Design processes and Materials procured is minimised

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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 been developed with a clearly defined environmental focus? - Where feasible, are materials used which are environmentally certified, locally sourced and are reusable/recyclable?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Can the organisation demonstrate proactive engagement with the supply chain to encourage key suppliers to improve their environmental performance?				
Progress towards Excellence				
- Are monitoring arrangements established for key material purchases? - 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?				
Commitment to Excellence				
- 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				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- Have environmental issues been included within design, such as design of: - A rally route - New or modified tracks or stadiums - New offices - Changes of use of infrastructure				

13. Environmental impacts related to transport are minimised and mitigated

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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?				

Progress towards Excellence

- 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?				
--	--	--	--	--

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- Are event locations selected taking into account public transport availability? - Are there opportunities to avoid business travel through the use of tele/video conferencing? - Have options been considered to minimise maintenance related transport? - Have options to use fuel efficient internal vehicles been considered?				

Commitment to Excellence

- 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 impacts are identified and mitigated

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- 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				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- Bird/bat boxes • Have long term monitoring arrangements for areas of ecological importance been established?				

Progress towards Excellence

• 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?				
--	--	--	--	--

Commitment to Excellence

• 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 related impacts are identified and mitigated

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
• 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				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
internationally accepted best practice if this is more stringent?				

Progress towards Excellence

- 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

Commitment to Excellence

- 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 impacts are identified and mitigated

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
If necessary, is routine monitoring and measurement of air quality carried out and the results communicated to interested parties?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- 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?				
Progress towards Excellence				
- 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?				
Commitment to Excellence				
- 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: - NO_x - 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? - 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 are monitored, managed and reduced

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
Achievement of Excellence				
- Has any quantification been carried out for Scope 3 emissions i.e. associated carbon emissions releases from: - Business travel in non-company-owned vehicles - Employee commuting - Incineration of office waste or decomposition in a landfill - Fuel use by competitors - Competitors' travel to and from events - 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? - Has the potential for carbon offsetting of emissions been identified? - Has the organisation attained carbon neutrality?				
Progress towards Excellence				
- Have processes for the measurement and monitoring of carbon emissions been established? - Have targets for reduction of carbon emissions been established and maintained?				

Topic	Applicable (Y/N)	Responsible Person	Notes	Action Taken
- 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				
Commitment to Excellence				
- 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 "Achievement of Excellence" 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: 2004.
Environmental management systems - Requirements with guidance for use.
2. International Standard ISO 14004: 2004.
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 ISO 14064-1:2006.
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: <http://www.iema.net/ems/downloads>



FEDERATION INTERNATIONALE DE L'AUTOMOBILE
2 CHEMIN DE BLANDONNET
1215 GENEVE 15
SWITZERLAND

WWW.FIA.COM

CONTACT: AFE@FIA.COM

MAY 2017