



Energy and Sustainability Topics – Initial review for Environmental Management Systems

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1. Documentation required

Documentation	Applicability and availability		Held by:
	Yes	No	
Process authorisations			
Consents to discharge to controlled waters			
Consents to discharge to sewer			
Complaints and incidents records			
Copies of relevant legislation			
Copies of waste management licences and transfer notes			
Details of breaches and prosecutions			
Drawings of any relevant plant			
Existing procedures and controls covering: <ul style="list-style-type: none"> • Raw materials • Effluents • Emissions • Waste • Safe systems of work • Processes • Emergencies 			
Maintenance schedules			
Monitoring data for discharges			
Operations logs			
Product information			
Purchasing records			
Raw material specifications and data sheets (COSHH manual)			
Site drainage drawings and plans			
Training record			
Water, gas, electricity, and vehicle fuel bills			
Copies of complaints from local residents			

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2. Site details

What are the main processes undertaken on the site?

Site history

When was the site acquired?

Has there been any known contamination of the site?

Has a contaminated land survey of the site ever been undertaken?

What positive environmental practices are already in place and what improvements have been made in recent years?

Has the company received any environmental awards?

Have there been any major accidents/spillages since the site was acquired?

Has the company received any formal warnings or been prosecuted for breaches of consents or environmental legislation?

Has the company received any complaints from members of the public regarding site operations?

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3. Utilities

Electricity

Annual consumption:

Unit cost:

Annual cost:

Major uses:

Gas

Annual consumption:

Unit cost:

Annual cost:

Major uses:

Mains water

Include the cost of disposing of the water to sewer (as trade effluent) as well as the cost of the incoming water supply. Both costs are shown on the water bill.

Annual consumption:

Cost of water supply: pence/m³

Cost of trade effluent: pence/m³

Annual cost: In £

Out £

Total £

Major uses:

Is there any use of abstracted water, e.g., from boreholes?

Vehicle fuels

Include different types of fuel, e.g., petrol, oil and LPG, used for fork-lift trucks, all cars/commercial vehicles as well as that used for generators.

Fuel	Amount	Unit cost	Total annual cost
Total			

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4. Raw materials

Raw materials	Annual consumption	Storage method	Storage location

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5. Solid waste

Major sources and types of solid waste

Type of waste	Process or activity	Storage method	Location of storage	Annual amount

What actions have been taken to reduce resource use and solid waste production?

Does the site use licensed waste disposal contractors? (include contact details and attach licence information)

Is the performance of the waste contractors monitored? (include details)

Annual cost of waste disposal, e.g., contractor costs, transport and landfill charges, and any revenue

Waste	Charges	Revenue

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6. Emissions to atmosphere

Major types and sources of emissions to atmosphere, e.g., fumes, dust, steam, odour and noise

Description	Source	Quantity/year	Disposal route	Authorisation details

What actions have been taken to reduce the amounts emitted?

Does the site possess any air pollution control equipment, e.g., extractors?

Are emissions monitored?