

**ENVIRONMENTAL MANAGEMENT SYSTEM  
BS8555:2003 (Acorn) Inspection Questionnaire**

Please complete this questionnaire and attach any relevant supporting information describing the Company's Environmental System and activities, e.g. Company publicity material.

On receipt of the completed questionnaire AJA REGISTRARS will prepare and submit for your approval a proposal detailing assessment or transfer costs and timescales

Company name.....

Address.....

.....

.....

Tel No..... Fax No.....

Email Address: .....

Website Address: .....

Please provide details of other permanent company locations relevant to the registration.

Please provide AJA with Site Plans for each location showing boundaries and if possible, public utility layouts.

**Type of application**

New \*

Renewal of Existing Certificate\*

Application for Extension to Scope\*

(\*Delete as applicable)

Please describe the products, processes and/or services provided by your company (include delivery and on-site after sales service for example if included in your scope of work)

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.....

**Acorn Phase:**

Phase	1	2	3	4	5
Data verification					

(please tick)

**IMPORTANT**

The information provided here will be used to define your company's scope of registration and will appear on the Registration Certificate

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If there are any activities to be covered by this registration carried out away from the registration address please detail below giving locations as appropriate (for example, off-site Warehouses, Head Office providing administrative support)

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Please list total employee numbers in:

**Company / Site to be registered:**

Full time: .....

Part time: .....

Temporary: .....

**If you operate shift working practices, in number of employees that would be avail**

Full time: .....

Part time: .....

Temporary: .....

If more than one site is to be covered by this questionnaire please repeat these details for each site. (Use separate page if necessary)

Is your company already certified for ISO 14001 or any other ISO Standard?

ISO 14001:2004 Y / N (If Yes name CB .....

ISO 9001:2000 Y / N (If Yes name CB .....

Please list any other approvals granted by other Certification Bodies

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Is your company a member of any National or International Trade or Industry Associations? If so, please list any Trade Associations to which the company belongs

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Has your EMS been developed by yourselves or with the support of a Consultant?

Y / N

If Yes, please provide the Consultant's name.....

Do you provide – either directly or through sub-contract services sourced by your own company – any of the following on-site services?

Worker Canteens Y / N

Worker Dormitory or Accommodation Y / N

If a Preparatory Environment Review has been conducted was the expertise provided from?

Own site staff\* Consultancy\* Corporate/Head Office staff\*

\* delete as appropriate

Do you operate the following on-site?

Waste Water Treatment Systems Y / N

Electrical Power Supply (permanent or stand-by) Y / N

Air compressors Y / N

Industrial Chillers or Coolers Y / N

If located on an Industrial Park/Estate does this Industrial Park/Estate operate a Waste Water Treatment System/Plant that effluent from your plant passes through?

Y / N



Please answer the following questions by circling the following codes:

Y=Yes N=No NA=Not Applicable H=High M=Moderate L=Low

Please indicate your usage of the following resources and raw materials

- Electricity H / M / L
- Paper H / M / L
- Mains Water H / M / L
- Ground Water H / M / L
- Chemicals H / M / L
- Natural Gas H / M / L
- Plastics or Rubber H / M / L
- Metals H / M / L
- Paints or Solvents H / M / L
- Minerals H / M / L
- Fuel/Oil H / M / L
- Wood H / M / L
- Coal H / M / L
- Hazardous Materials H / M / L

Does your company already monitor and measure – and have data available for the following?

- Emission to Atmosphere Y / N
- Discharge of Effluent and Waste Water Y / N
- Boundary Noise Y / N
- Quantities of Hazardous/Scheduled Waste Y / N

Has your company ever been prosecuted by, or subject of a complaint from, any Regulatory Agency regarding Pollution Control Laws or Pollution levels (this Information is entirely confidential and is only for background)?

Y / N

Is your site in or likely to be included in a listing of Contaminated Land?

Y / N

Describe your neighbourhood by circling as appropriate:-

Industrial Urban      Greenfield      Commercial

Is the location(s) covered by the EMS within 5 Km's of a Government designated Historical/Cultural or Environmental/Natural Protection Area?

Y / N

Are all environmental aspects of your business considered?

Y / N / NA

What is the level of knowledge of environmental issues possessed by the following Personnel Categories?

- Senior Management H / M / L
- Middle Management & Supervisory H / M / L
- Technical & Commercial H / M / L
- Operators H / M / L

Please indicate in the following areas and your level of compliance

- Environmental protection regulations H / M / L
- Control of pollution regulations H / M / L
- Water pollution regulations H / M / L

Are you operating an "Environmentally Sensitive Process" within the context of Environmental protection?

Y / N

Are you producing hazardous waste with regard to Environmental pollution?

Y / N

Are you a "Registered Carrier of Waste" for Environmentally sensitive waste?

Y / N

Are you in regular contact with any of the following typical regulatory bodies?

- National or Local Environmental protection Departments Y / N
- National or Local Authority for Environmental Protection Y / N
- National or Local Water Authorities Y / N

Please list anything you are measuring for your plant effluent

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Please list emissions to atmosphere you are measuring

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Indicate the quantity of waste you produce H / M / L

Do you recycle any of your waste? Y / N

Indicate re-cycled material used together with % of total usage

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Please detail below known environmental aspects and issues relevant to your site not already indicated previously in this questionnaire. Use a separate sheet if necessary

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How did you hear about AJA Registrars.....

.....  
.....

Signed.....

Name in BLOCK CAPITALS.....

Title.....

Date.....

Please Complete and Return this Questionnaire to:

Certification Manager  
AJA REGISTRARS LTD,  
Court Lodge,  
105 High Street,  
Portishead,  
Bristol BS20 6PT  
Tel: 01275 849188  
Fax: 01275 849198