

**MODULE GUIDANCE:**  
**CORPORATE SOCIAL RESPONSIBILITY: ENVIRONMENTAL**

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*The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.*

*If you have any questions please call on 01476 594410 or email us at [safety-scheme@cqms-ltd.com](mailto:safety-scheme@cqms-ltd.com)*

### Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more client buyers. The Environmental module forms part of a wider set of Corporate Social Responsibility (CSR) modules which you need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme certification.

This guidance explains the topics covered in the Environmental assessment, the requirements and standards to which we assess in line with the client requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

### Requirements & Standards:

All companies who work for certain client buyers are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Module status: Awaiting completion

CSR: Environmental

Submit this Module ↗

Save responses 📁

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### Question 1

If your company has ISO 14001 with a UKAS\*-accredited company please answer 'yes' and upload a copy of your certificate. You only have to complete one other question in this module.

Please note: It is essential that the legal entity being assessed are detailed on this certificate; group certificates which do not detail the correct legal company name of the company being assessed will not be accepted.

\* UKAS or an organisation mutually recognised by UKAS, i.e. other accreditation bodies who are signatories of mutual recognition arrangements via [European Cooperation for Accreditation \(EA\)](#), [International Laboratory Accreditation Cooperation \(ILAC\)](#) or [International Accreditation Forum \(IAF\)](#).

See <https://www.ukas.com/customer-area/international-recognition-and-the-global-accreditation-network/>

If you do not have ISO 14001 certification or have been certificated by a non-UKAS\* accredited organisation, please answer 'No' and complete the remainder of the questions in this module.

### Question 2

Please confirm if your company has an Environmental Policy in place, and if so upload a copy. The Environmental Policy must be signed and dated by a senior person within the last 12 months.

This is a mandatory requirement for this module, so if you don't already have an Environmental Policy you can download a template to then amend accordingly and tailor to your company's arrangements from the 'Resources' tab and upload.

**Question 3**

Please describe your company arrangements for providing your workforce with training and information on environmental issues. This field must be completed to explain how you do this, e.g. during induction training, provision of an environmental awareness course etc – we cannot accept a reference to your Environmental Policy such as ‘see policy’.

**Question 4**

Please describe your company arrangements for checking, reviewing and improving your environmental management performance. This field must be completed to explain how you do this, e.g. annual review of performance.

We cannot accept a reference to your Environmental Policy such as ‘see policy’.

**Question 5**

Please describe your arrangements for ensuring that any subcontractors or suppliers you use adhere to environmental protection requirements during their works. This field must be completed to explain how you do this, e.g. ongoing supervision on site by your supervisor, unannounced spot check inspections, etc.

We cannot accept a reference to your Environmental Policy such as ‘see policy’.

**Question 6**

Please confirm if your company has received any environmental prosecutions or notices within the last 5 years. Where incidents have occurred, we require details to be provided to briefly explain what happened and the actions you took to prevent a recurrence.

Please note that the Auditor will also verify your response to question 6 against publicly available records on Environment Agency databases. Any inconsistencies between your response and the information provided by the Environment Agency will be queried with you.

**Question 7**

Please describe your arrangements for ensuring your environmental procedures are effective in preventing or reducing significant impacts on the environment. This should detail how you will limit your use of natural non-renewable resources (e.g. journey planning, vehicle sharing), limit potentially harmful emissions (e.g. use electric vehicles, ensure vehicles are regularly maintained), re-use where possible or recycle, etc.

We cannot accept a reference to your Environmental Policy such as ‘see policy’.

**Question 8**

Please confirm if your company has access to competent advice on environmental issues. This could be from an in-house source e.g. a competent employee, an external consultant who is competent to provide environmental advice, trade association, etc.

**Question 9**

Please confirm whether your company is a member of the Supply Chain Sustainability School (SCSS). It is to be noted that it is an advisory requirement and you will not fail if you do not hold membership.

This is a free membership, and provides access to resources which, if used from the Company Dashboard, moves you from ‘registered’ to ‘member’ level or above. The Supply Chain Sustainability School have created a video step-by-step guide explaining the process which is available at <https://www.loom.com/share/fb35f66f3e6042b088827156d1da691e>

If you do not sign up to the Supply Chain Sustainability School this will be noted as an ‘Opportunity for Improvement’ by CQMS.

**Question 10**

Please confirm if your company holds a Waste Carrier Licence, and if so upload a copy. This must show the correct legal name of the company, type of licence held and, for upper tier licences, the expiry date.

It is a government requirement to register if your business undertakes any of the following:

- Transports waste
- Buys, sells or disposes of waste
- Arranges for someone else to buy, sell or dispose of waste.

There are two tiers: lower tier and upper tier. Any waste which is removed from a construction site will require an Upper Tier licence. Guidance on the difference between the two tiers can be found at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

### **Question 11**

This question applies to all companies who place timber products on the market. If your company does not source and place timber products on the market, please select 'N/A'.

If your company does place timber products on the market, please confirm that you comply with the requirements of the EU Timber Regulations which prohibits illegally harvested timber and timber products from being placed on the market.

It requires you to exercise due diligence to minimise the risk i.e.

- Information – you must have access to information describing the timber and timber products, country of harvest, species, quantity, details of the supplier and information on compliance with national legislation.
- Risk assessment – you should assess the risk of illegal timber in your supply chain, based on the information identified above and taking into account criteria set out in the regulation.
- Risk mitigation – when the assessment shows that there is a risk of illegal timber in the supply chain, that risk can be mitigated by requiring additional information and verification from the supplier.

You are required to upload suitable evidence to show that you are complying with your legal requirements.

### **Question 12**

This question applies to all companies who supply timber products to site i.e. supply and fit. If your company does not supply timber products to site (e.g. you only 'fit' the products which are all provided by the client), please answer 'N/A'.

If your company does supply timber products to site, please confirm that you comply with the requirements of the EU Timber Regulations which prohibits illegally harvested timber and timber products, and provide evidence of this which complies with CPET requirements, e.g. a FSC or PEFC certificate obtained from your timber supplier.

### **Validity & Renewal:**

The expiry date of the Environmental module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process. If the Environmental module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

### **Further information:**

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes.