

## **ENVIRONMENTAL QUESTIONNAIRE GUIDANCE NOTES**

We require detailed information about your organisation. Please answer the following questions and supply relevant information and supporting documentation as requested.

We will use this to verify that you meet the standards of Constructionline.

If you are unable to fit your answer in the space provided please provide the information on a separate sheet.

DO read each section carefully.

DO complete the questionnaire in full, in English and in black ink.

Failure to respond to relevant questions may result in delays and / or rejection of your application.

Information provided will be treated in confidence in accordance with the Data Protection Act.

Do NOT include any general marketing and promotional material.

If you have any problems or questions, please telephone our lead officer for this project

Please answer the following questions ***with reference ONLY to construction projects or services you would provide under this contract.*** If the question is not relevant to you, please mark n/a.

**Section 1: General**

1. Does your company have an Environmental Policy? Yes / No  
If yes, please attach a copy

2. Does your company produce an environmental report? Yes/No  
If yes, please attach a copy of the most recent report

3. Does someone in your company have particular responsibility for environmental issues? If yes, please give details of their name and position Yes / No  
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4. Are you a member of an Industry Environmental Association, Green Business Club, or similar business group tackling environmental issues? Yes / No  
If yes, please provide details.  
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5. Do you comply with any industry Codes of Practice which address environmental issues? If yes, please give details Yes / No  
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**Section 2: Management Issues**

5. Are you currently operating or planning to implement an environmental management system such as ISO 14001 or EMAS? Yes / No  
If yes, please provide details  
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5. Do you carry out environmental reviews or auditing, or have you done so in the past?

Yes / No

8. How does your organisation identify the environmental aspects of its activities? (eg on site, at design stage, etc). How does your company address these issues?

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9. How does your company make sure that the environmental activities you decide shall happen will actually take place? (eg Is it documented, or communicated in another way? Are there any records available to show actions are taken?)

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10. How do you ensure that the staff/contractors/subcontractors who work with you on construction projects are aware of the environmental issues you have identified and are capable of the tasks they are required to carry out? (eg How do you make them aware, what training do you give them, how do you keep them up-to-date?)

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**Section 3: Legal Issues**

11. How does your company identify the environmental legal obligations it has?  
(eg Do you subscribe to an organisation which tells you this?) How does your  
company address these issues?

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

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13. Is there any environment related criminal or civil action pending against you?      Yes / No

**Section 4: Project/Service Related**

15. Do you use whole life costing to assess the projects on which you work?      Yes / No  
If yes, **XXXXX**?

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16. Do you consider the environmental impact of materials you use/specify in your      Yes / No  
projects? If Yes, how do you assess this?

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17. Do you use Site Waste Management Plans to ensure that waste is managed effectively throughout construction projects you are involved in? Yes / No

18. Do you take steps to reduce the environmental impact of transport associated with construction projects? If Yes, please give details Yes / No

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