



Furniture Industry Sustainability Programme

FISP AUDIT CHECKLIST

CLIENT:

CONTACT:

AUDITOR:

DATE:

REFERENCE:



Furniture Industry Sustainability: Audit Checklist.

Issue	Commitment	Approval/Comment
Core Commitments		
Environmental Policy	Documented Policy in place	
	Publicly available	
	Signed by senior management	
	Based on ISO 14001?	
	Includes commitment to comply with legal requirements	
	Policy externally verified	
	Include a commitment to sustainable development	<i>If not present, this may be included at the next policy review and forwarded to the auditor.</i>
	Resource in place to progress policy commitments	
	Is policy active and supported by all staff?	
	Is there evidence that the policy commitments are being complied with?	
	Do the commitments reflect the main environmental issues?	
	Is there an environmental champion?	
	Legal Compliance systems for HS&E	
	Is there a system that allows legal compliance to be monitored?	
	Is there an up dating system?	
	Do registers of HS & E legislation exist?	<i>Registers may be forwarded within 3 months if not present.</i>
	Evidence of compliance	<i>Seek evidence of compliance by viewing risk assessments, COSHH assessment, local authority permits, waste transfer notes</i>



		<i>etc. (All major legislation should be covered). Look for evidence during site walkaround.</i>
	Employers Liability Compulsory insurance Certificate, displayed?	
	How many prosecutions or improvement notices received in last 12 months?	
	How many reportable accidents in the last 12 months?	
	How many lost days per employee/sickness in last 12 months?	<i>If not known the information needs to be available after the first 12 months.</i>
	Is the company certified to OHSAS 18001?	<i>(Not a pre-requisite. Information only)</i>
	Does the company receive any external awards for H & S?	
	Is there an individual responsible for legal updates?	
Environment: Optional Commitments; Choice of 5 from 9 (6 from 9 on second audit)		
1. Environmental Management Systems		
	Does the company have a certified EMS?	<i>See evidence of certificate.</i>
	Does the company have any other system for managing their impacts?	<i>(BS 8555 for instance. What phase achieved?)</i>
	EMS active within the company?	
	Evidence of improvement and completion of objectives and targets?	<i>(See evidence of signed off programmes or note environmental improvements attained)</i>
	If implementing an EMS what are the time-scales?	



2. Waste Management.		
	Is there a system to monitor volumes/costs of waste production?	<i>Record volumes if available. These will be needed after 12 months. (Relative to production)</i>
	Have improvements been made in reducing the volumes sent to landfill?	<i>See evidence.</i>
	Is the use of raw materials optimised?	
	How many recycling, recovering processes are there?	<i>Note details</i>
	Is there a % figure available for the cost of waste relative to turnover?	<i>If not will need in 12 months</i>
	Is the Duty of care requirements met?	
	Does staff receive training in waste reduction?	
	Are the volumes of hazardous waste recorded? Is the company registered with the EA?	.
3. Energy Management.		
	Is there a system to monitor levels of energy consumption?	.
	Is an energy minimisation programme in place? Targets set for reduction?	<i>See evidence of improvements. Note examples.</i>
	Is energy measured relative to production?	<i>Will figures be available in 12 months? Can units be converted to carbon tonnes equivalent if formula supplied by programmes?</i>
	Do staff receive training on energy use?	



4. Packaging management		
	Is there a system to monitor packaging consumption and cost in the company?	
	Does the company comply with the Packaging Waste Regs?	
	Has packaging of products been optimised?	<i>See evidence of improvements.</i>
	Are there records of packaging spend per item?	
	Is there any analysis of return rates due to damage?	<i>% of return rates for damage.</i>
	Is packaging re-used or is returnable packaging used?	<i>Note examples</i>
	Is incoming packaging recycled, re-used or minimised?	<i>Note examples.</i>
5. Transport Management		
	Is fuel use monitored for all vehicles?	<i>See evidence of figures</i>
	Are there targets set for reduction in fuel us?	<i>Note Targets.</i>
	Types of fuels used?	
	Is the number of delivery miles per product or the total miles for company recorded?	<i>Note miles recorded.</i>
	Are delivery routes optimised?	
	Can the fuel use be converted to carbon tonnes equivalent if formula supplied?	<i>This figure will be required after 12 months</i>
	Is there any consideration given to employees travelling to work and reducing this impact?	<i>Note examples.</i>



	Is the space in delivery trucks optimised	
	Does the company have their own fleet or use hauliers?	
6. Procurement.		
	Is there a procurement policy in place?	
	Does the policy refer to ethical and environmental issues?	<i>If not, the policy should be modified within 3 months.</i>
	Does the company have a supplier rating system, which covers sustainable issues?	<i>If no such issues are considered, the system should be modified within 3 months.</i>
	Does the company import from outside the EU?	
	Does the company visit suppliers to check on sustainable issues?	<i>This may only be relevant dependant upon which countries the company imports from. If no visit how do they approve suppliers?</i>
	Are products purchased that may be easily recycled or easily disposed of at end of life?	<i>Note examples.</i>
7. Sustainable Timber Purchasing.		
	Does the company have a certified chain of custody system?	<i>Which scheme. Note coc registration number.</i>
	What is the scope of the registration	
	Does the company comply with the CITES regulations	
	What are the volumes of certifiable timber purchased annually?	<i>Note figure (approximate).</i>
	Does the company comply with the Govt. timber procurement policy?	



	If no formal chain of custody are suppliers complying with the Timber Trade federation procurement policies?	
8. Air and Water Management.		
	Is there a system to identify and monitor air emissions?	
	Is there a system to identify any discharges to land or water?	
	Are authorisations or permit limits being met?	<i>Check against requirements. If not compliant ascertain, reasons why and action plan.</i>
	Are consents to discharge limits being met?	<i>Check against requirements. If not compliant ascertain, reasons why and action plan.</i>
	If solvents used is there an annual inventory of VOC emissions?	.
	Are there any programmes to reduce air emissions or discharges?	<i>Note improvements made and future actions.</i>
9. End of Life Management.		
	Is there a system to identify end of life furniture arisings	
	Does the company work with its customers on take back or leasing schemes?	
	Are disposal routes for EOL known?	
	Does the company offer returned products to charities?	
	Is design for EOL furniture considered?	



	Does the company refurbish furniture for re-use?	
Social and Economic: Optional Commitments; Choice of 3 from 6		
1. Nuisance Management.		
	Is there a system in place to monitor and control neighbourhood impacts such as noise, odour, dust, light, vehicle etc.?	<i>Check system</i>
	Does the company keep a register of complaints?	
	Does the company have a procedure for dealing with complaints	
	How many complaints has the company received in the last year?	
	Has the company received any prosecutions for statutory nuisance?	
2. Community Relations/Charity Work		
	Has the company actively helped to improve the local environment?	<i>Evidence of improved landscaping, visual impact, traffic improvements, wildlife etc.</i>
	Has the company had positive relationships with the local community?	<i>See evidence of work with local business groups, schools etc.</i>
	Does the company employ local contractors?	<i>The use of local contractors e.g. <50 miles</i>



	Does the company have factory open days?	
	Does the company conduct any work with local charities or institutions?	<i>Give examples</i>
	Does the company sponsor any local schools or teams?	
	Does the company assist charities in any other way?	<i>List</i>
3. Education and Training		
	Is there evidence of development of workforce skills and knowledge?	
	Does the company have IIP approval?	
	Is there evidence of HS & E training for all staff?	<i>Check records</i>
	Is there any evidence of sustainable development training?	<i>This should be added to current and induction training.</i>
	Does the company keep a record of average training days per employee?	<i>This should be available after a 12 month period if not at present.</i>
	What is the % of training budget to turnover?	<i>Please list if available.</i>
	Does staff attend internal and external training courses.	<i>See evidence.</i>
4. Employment.		
	How many employees does the company have?	
	Has the number risen or fallen in the last year?	<i>Reasons.</i>
	Does the company assist in stimulating local employment?	<i>How? Using local contractors and goods etc.</i>



	Has the company improved working conditions significantly over the last 5 years?	<i>Give examples.</i>
	Is staff loyalty good or is there a large turnover of employees?	
	Workforce diversity. % of women and ethnic minorities in workplace and management?	
5. Ethical Issues		
	Is there assurance of ethical values for workforce and suppliers.	
	Are there ethical procurement and trading policies in place?	<i>See evidence of policies and evidence of supplier visits.</i>
6. Competitiveness		
	What is the company turnover?	<i>(Last financial year).</i>
	Is there evidence of year on year savings due to environmental initiatives?	<i>Is this recorded as a % of turnover.</i>
	Is there evidence of investment in sustainable development?	
	Have improved efficiencies been noted due to health and safety initiatives?	<i>Give examples.</i>