

---

October 2020

# amfori BEPI Environmental Assessment

Understanding and preparing for an EA

## Content

<b>1. What is an Environmental Assessment?</b> .....	3
<b>2. The Environmental Assessment Process</b> .....	3
2.1. Preparation .....	3
2.2. On-site assessment .....	3
2.3. The Environmental Assessment report .....	3
2.4. Calculation of the BEPI performance level.....	4
2.5. Corrective Action Plan .....	5
2.6. Follow-up .....	5
<b>3. How to get prepared for the BEPI Environmental Assessment</b> .....	5
<b>ANNEX 1: amfori BEPI Corrective Action Plan</b> .....	6

## 1. What is an Environmental Assessment?

The amfori BEPI Environmental Assessment will help you understanding:

- how well you are managing environmental issues,
- how you will improve your performance thanks to the proposed corrective actions plan,
- how will communicate and promote your performance to your customers.

The BEPI environmental assessment includes 2 chapters:

### a. Assessment of legal compliance

Compliance with environmental legal requirements is a requirement to achieve amfori BEPI Level 1, and any further levels from there on.

The Assessor will therefore focus particularly on assessing legal compliance regarding environmental requirements for the prioritised Environmental Performance Areas at the production site.

### b. Assessment of Environmental Performance

In addition to legal requirements, the Assessor will also look at the environmental performance of the production site for the prioritised Environmental Performance Areas. Achieving a good result beyond legal compliance is crucial for being able to progress from amfori BEPI Level 1 to 2, and subsequently Level 3.

The BEPI Environmental Assessment includes:

- Initial activity.  
It ends up with an initial assessment report.
- Follow up activity.  
It must be organised when a corrective action plans is produced.  
It ends up with an environmental assessment follow up report.

## 2. The Environmental Assessment Process

### 2.1. Preparation

To ensure a smooth and correct carrying out of the Environmental Assessment, the assessor will use to the Site Profile, the completed amfori BEPI Self-Assessment Questionnaire and any other reports which may be available in BEPI, such as the BEPI Environmental Consulting Activity Report if any, ISO certificates or product certifications collected through the SAQ..

The assessor will use this information as part of its preparatory work prior to the actual assessment. The assessor will also communicate directly with the site to:

- introduce the assessment team,
- request any other information or data needed prior to the actual assessment,
- ensure required staff and documents will be on-site and available during the assessment,
- explain the outline of the assessment steps,
- respond to any pre-assessment questions the site might have.

### 2.2. On-site assessment

During the on-site assessment, the assessor will cover the following assessment steps. While the opening and closing meeting are always the first and last steps, the others can change in order, or be repeated, if and when necessary.

#### Assessment's sequence:

- Opening meeting (always first step).
- Site tour (as often as necessary).
- Employee interviews (as often as necessary).
- Document review (as often as necessary).
- Preparation of CAP (as often as necessary).
- Closing meeting (always last step).

### 2.3. The Environmental Assessment report

After the on-site activity, the assessor will upload the amfori BEPI Assessment Form on the amfori BEPI Platform. Assessors shall ensure that the form is available within 10 working days from the assessment day.

The Assessment Form will cover at least 5 Environmental Performance Areas (EPAs), namely Environmental Management System (mandatory for all producers) and 4 more areas which will be pre-defined during the self-assessment phase, based on the production processes of the site. A sixth EPA may be added by the requester of the Environmental Assessment (member, supplier or producer).

The Assessment Form is divided into three parts:

- **Assessor Information**  
This part captures information on the assessor(s) and assessment date.
- **Environmental Data Review**  
This section requires the Assessor to review the Environmental Data provided by the producer in the Self-Assessment Questionnaire, which is available on the amfori BEPI Platform.

The Assessor shall review whether

- the process and/or methodology used to capture, store and monitor data is credible, and
- the data provided is accurate

- **Environmental Performance Areas Assessment**  
This section will be crucial to define the overall amfori BEPI Performance Level of the Producer.

There are two types of questions:

- Legal: these questions refer to legal requirements the site must meet
- Other: these are any other questions, unrelated to legal requirements

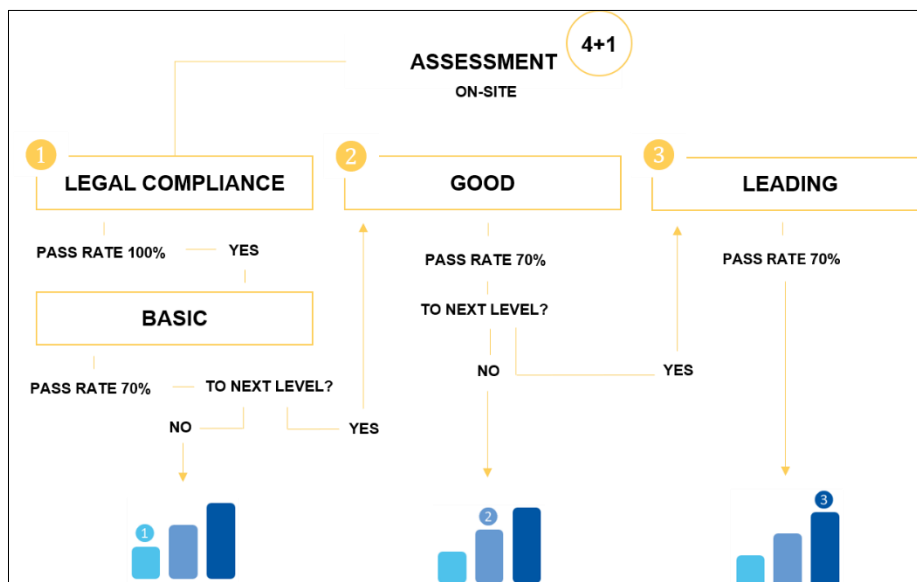
The Legal questions are scored more heavily and are the absolute minimum to meet in order to be able to reach a Performance Level 1.

#### 2.4. Calculation of the BEPI performance level

Upon completion of the Assessment Form, the platform will calculate the overall achieved amfori BEPI Performance Level.

A minimum pass rate will need to be achieved in order to:

- Reach an amfori BEPI Level
- Proceed to the next level



Flow of amfori BEPI Levels in amfori BEPI Assessment

**Note:** If a score below 70% is achieved, it will not be possible to move to the next amfori BEPI Performance Level. This is valid per environmental area, as well as for the overall score.

As mentioned in the previous chapter, Legal questions are scored more heavily. They are also the absolute minimum to meet in order to be able to receive a Performance Level 1.

This final result will be available in the amfori BEPI Platform for Members and/or Branches and Suppliers, to track their Producers' environmental performance, and amfori BEPI Staff, for generic amfori BEPI reporting.

## 2.5. Corrective Action Plan

A Corrective Action Plan (CAP) must be used for amfori BEPI Assessments with a result of a Level 0 or 1. It can be used for assessments with Level 2 or 3 results, but as it is not mandatory it will have been agreed with the requester of the assignment before the assessment to take place.

The CAP contains three main elements:

1. Instructions
2. Findings
3. Evidence

The CAP findings will be presented by the Assessor to the Producer representative(s) during the closing meeting, during which questions and concerns are discussed, and agreement on the findings is provided.

Please see [Annex 1](#) for an example of the CAP.

## 2.6. Follow-up

If a Corrective Action Plan has been created, following an amfori BEPI Level 0 or 1 assessment result, follow-up activities must be scheduled.

Verification of individual action points can be done in two ways:

- **Desktop review**  
A desktop review entails the review of documents which are evidence of the remediation of the action point.  
  
A desktop review can be done either as evidence is made available, or at a specific time agreed when all the collected evidence has been gathered.
- **On-site verification**  
A follow-up visit is ideally scheduled to happen once, as a final step to verifying the remediation of CAP findings.

The assessor shall define for each action point which is the appropriate means of verification and agree with the producer representative(s) on an agreeable timeline. This will be documented in the CAP.

## 3. How to get prepared for the BEPI Environmental Assessment

Before receiving request for documentation from the assessor (see 2.1), prepare copies if available of:

- the environmental license to operate or permit,
- correspondences with local authorities (for environmental topics),
- correspondences with customers (document mentioning environmental criteria or specifications),
- correspondences with suppliers (document mentioning environmental criteria)
- environmental related company's policies for site and product levels,
- environmental site management certifications and related technical document (environmental targets, action plans...),
- air emissions, water emissions, noise analysis, wastewater testing,
- energy and water bills or inventory presenting at least volumes consumed,
- inventories of wastes and related document as training done internally or information regarding collection and treatment done by external companies,
- inventories of chemicals used on-site and related document as MSDS or internal trainings done.

When receiving request for documentation from the assessor (see 2.1):

- ensure that each person/manager mentioned by the assessor will be available during the visit,
- prepare copies of documentation requested by the assessor if not part of the previous list.

