

8TH CMEA 2017/2018 – MARKING CRITERIA & FORMAT

CATEGORY: LE / ME / SE / LA SECTOR:

Name of Entity:

No.	Principle
(A) ORGANIZATION'S PROFILE = 10%	
1	The organizational setup – Organizational chart of company <ul style="list-style-type: none"> • Environmental officer/related tasks or Terms of Reference • Must have management endorsement @ signature of CEO
2	The description of the organization's core business (<i>Local Authority's ordinance share the same core business, no.2 & 3 combined for LA</i>) – Services or products of the company <ul style="list-style-type: none"> • The process of manufacturing/supplying the products • The use/applications of the products • The customers of the company – Suppliers of raw materials <ul style="list-style-type: none"> • Suppliers are environmental friendly • Provide green products/raw materials
3	The organization's core values – Company's vision and mission statement <ul style="list-style-type: none"> • Vision statement • Mission statement – Principle core values of the company <ul style="list-style-type: none"> • Guiding principles • The do(s) and don't(s)
4	The resources used (<i>if declared in the report</i>) – The types of resources used by the company daily <ul style="list-style-type: none"> • Water, Air, Land, Energy • The selection of the choice of resources used • Options for environmental friendliness – Efforts in conserving all resources <ul style="list-style-type: none"> • Switch to renewable raw materials • Minimise wastage of resources • Recycle, reduce and reuse • Other relevant efforts
5	The annual yields/production (<i>suffice if amount is based on estimate</i>) – to show proof e.g. annual report of the company – Production yields in terms of; (<i>or volume of received if no production</i>) <ul style="list-style-type: none"> • Quantity • Revenue generated
6	The types and amount of wastes generated – Types of wastes <ul style="list-style-type: none"> • Scheduled wastes • Non-scheduled wastes • Recyclable wastes – Quantity of wastes with respect to raw material used
7	The wastes disposal methods (<i>exemption for LA except for 3R approaches</i>) – By licensed waste disposal company / contracted waste collection service – Direct discharge to designated site / landfills – Treatment and discharge to designated site/landfills – Recycle/reuse
8	Recognitions received from third parties – ISO 14001 / Internationally recognized standard on environment – CMEA and equivalent – LA 21 – Others

(B) ENVIRONMENTAL POLICY (x 0.1 @ x 0.05*) = 10 % @ 5%*	
1	<p>Environmental Policy (<i>for display and to give awareness to others</i>)</p> <ul style="list-style-type: none"> - Completeness of Environmental Policy <ul style="list-style-type: none"> • General statement on company's stand towards the environment • Specific actions the company will take for its chosen components • Signature of the company's CEO or the top management on the policy statement - Dissemination of Environmental Policy to staff and clients <ul style="list-style-type: none"> • Methods of informing its employees about its policy • Methods of informing the public /customers of its policy • Feedbacks from those dissemination approaches
2	<p>Organization's value on environment (<i>-What the company practice</i>)</p> <ul style="list-style-type: none"> - A written statement of its company's value towards the environment <ul style="list-style-type: none"> • Is the value in-line with its policy? • Is the value relevant to its core business? - Relevancy to the current global focus on the environment <ul style="list-style-type: none"> • Focusing on prevention and conservation • Focusing on sustainable development • Focusing on compliance to the law
3	<p>Appropriateness of Focus Area – to refer to waste generated & raw materials use (resources)</p> <ul style="list-style-type: none"> - Policy addresses the impacts caused by the company <ul style="list-style-type: none"> • Use renewable raw materials • Treatment of wastes • Energy saving - Policy provides long-term solution to the environmental issues <ul style="list-style-type: none"> • Green technology/chemistry • Recycle & reuse (cradle to cradle) • Adopting an EMS (or practise EMS even without being certified) - Policy emphasizes on preventive approaches in reducing impacts <ul style="list-style-type: none"> • Reduce raw material input • Reduce wastes output • Promote awareness and environmental friendliness
4	<p>Environmental Strategies (<i>How the company going to achieve the policy</i>)</p> <ul style="list-style-type: none"> - Making Environmental Management (EM) as part of its management tools <ul style="list-style-type: none"> • Plan for adopting ISO 14001 • EM becomes one of its main agenda with specific budget • Making environmental management as the strength of the company - Environmental awareness for employees and customers <ul style="list-style-type: none"> • Promoting environmental friendly activities • Emphasizes on environ. safety, conservation and protection - Continuous improvement and self-regulatory <ul style="list-style-type: none"> • Have a review committee • Having its own standards more stringent than the regulations • Constantly monitoring progress
(C) ENVIRONMENTAL MANAGEMENT PLAN = 15%	
1	Identifying environmental aspects
a)	<p>What are the environmental impacts of your activities?</p> <p>-Identifying the activities that have adverse impacts on the environmental components:</p>
b)	<p>What are the environmental laws that your organization has to comply with in carrying out your main activities? (<i>to attach all relevant certificates, permits and licenses</i>)</p> <p>Identified the laws that govern its business activities:</p>
c)	<p>List out any other rules and regulations related to environment adopted by your organization. Examples of other regulations:</p> <ul style="list-style-type: none"> • ISO 14001 • In-house environmental quality standards • International environmental quality standards
2	Prioritizing of environment aspects to be addressed
a)	<p>Please list and rank your priority</p> <ul style="list-style-type: none"> • Listing of environmental aspects • The aspects are ranked based on the company's priority

b)	Why do you rank your priority? -Rationale for the ranking of its environmental aspects, if; <ul style="list-style-type: none"> • Based on severity of the impacts • Based on available expertise • Based on lowest to highest costs of remediation • Others <i>(Must be elaborated in the report)</i>
3	Environmental Objectives; Targets and KPIs
a)	What are your organization’s environmental objectives? The list of its environmental objectives –
b)	What are your organization’s environmental targets? List of environmental targets –
c)	What is your environmental performance in relation to your organization’s targets? Achievement of the environmental targets –
4	Environmental Project Proposals
a)	What are the environmental activities carried out by our organization from 2017 until now? <i>(Must be stated in the report)</i> Are the projects undertaken mitigated the impacts caused by the company’s core business? – (Multiplication factor applies on the completeness of impacts identification)
b)	What are the goals (KPI) of each of the environmental activities listed? Are the goals in the proposal aligned to its company environmental objectives and targets?
c)	How much budget is allocated for the environmental activities? <ul style="list-style-type: none"> • Based on Operational Budget
d)	Who is the person-in-charge of the environmental activities? <ul style="list-style-type: none"> • name and designation to be mentioned –

(D) IMPLEMENTATION, MONITORING AND APPRAISAL = 35% @ 40%	
1	Project’s Records
a)	Project officer in charge (Name & Designation)
b)	List of Environmental projects, if; <ul style="list-style-type: none"> • Address and rank the aspects
c)	Evidences (Proposal/minutes)
2	Milestone Achieved
a)	Do your company/agency have your Environmental Project Milestones? List of milestones for each project -
b)	State the project status: <ul style="list-style-type: none"> • Ahead of schedule with evidence • On schedule with evidence • Behind schedule with valid reasons and evidence Any declaration without evidence will not be considered
3	Monitoring Records
a)	Does your company/agency have any monitoring records? <ul style="list-style-type: none"> • List of monitoring records • Evidences of monitoring records • Frequency of monitoring (annually, bi-annually, quarterly) • Monitoring Group <ul style="list-style-type: none"> i) Internal ii) External List of relevant parameters (water, land, air, waste)
4	% KPIs Achieved
a)	List of KPIs for each project
b)	% of Environmental Projects achieved KPIs :
c)	% of the operating expenditure spent on the Environmental Projects

(E) ENVIRONMENTAL REVIEW AND CONTINUOUS IMPROVEMENT = 20%	
1	Management record review Refer to minutes of meeting chaired by CEO or the top management & discussed on environmental matters Based on elaborateness of the discussion
2	Decision on environment based on management's discussion -
3	Actions taken
4	Progress on actions taken

(F) CONCLUSION = 10%	
1.	Summary of overall achievements <ul style="list-style-type: none"> - Summary of what was achieved against targeted - Company's perspective of its achievements
2.	Honest self-evaluation <ul style="list-style-type: none"> - Overall environmental performance - Appropriateness of its targets/KPIs - The weaknesses - The strengths
3.	Future Enhancement <ul style="list-style-type: none"> - Policy matter - Objectives and targets setting - New initiatives - Company's value on the environment

Component	GROSS SCORE (a)	WEIGHTAGE (b)	NET SCORE [(a) x (b)]
A		0.10	
B		0.10 or 0.05*	
C		0.15	
D		0.35 or 0.40*	
E		0.20	
F		0.10	
TOTAL			

Note: * for Small Enterprises & Local Authorities