

[Client Logo]

Green Tick[®] [Ecolabel]

Application for Certification

Supporting Information

Insert Issue Number

Insert date

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**Application for Certification: Green Tick® [Ecolabel]
Supporting Information**

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Issue No.
Date:

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1 APPLICATION

| | |
|------------------------------|-------------------------|
| Applicant: | Location/s: |
| Street Address: | Postal Address: |
| Country: | Industry: |
| Contact Person: | Position: |
| Telephone: | Mobile: |
| E-mail: | Web site: |
| Certification sought: | Service/Product: |

2 BUSINESS DESCRIPTION

Outline of your business and its activities

[Type here]

[Type here]

[Type here]

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3 SCOPE

Scope (extent) of the certification sought.

3.1 CORPORATE

3.2 PRODUCTS

3.3 MANUFACTURING SITES

4 CERTIFICATION BOUNDARIES

Certification boundaries that apply.

Operational 9under (your direct control) OR financial (under your financial control)

Space for a boundary diagram here....

Figure 1: Boundaries

[Type here]

[Type here]

[Type here]

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5 LIFE CYCLE

Insert below the life cycle/s of the products/services to be certified.

This should show, as a minimum, the start and stop points of the life cycle/s, a detailed description of operations, and the inputs and outputs of the products/services from cradle to grave, where they are under the direct control of the applicant.

An example entry is given. Corrections may be made and more detail added.

5.1 LIFE CYCLE DIAGRAM

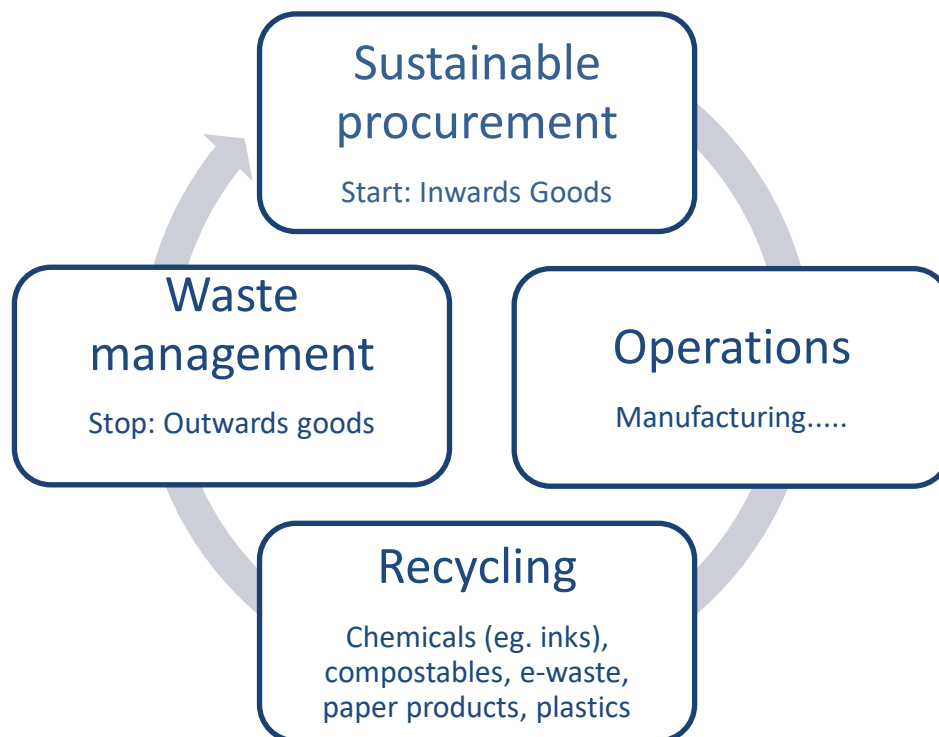


Figure 2: Life Cycle

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[Type here]

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6 HEALTH AND SAFETY MANAGEMENT

6.1 HEALTH AND SAFETY PLAN

Please attach in Appendix 1 your Health and Safety Plan or Manual.

If you have an electronic system, please insert auditor's link or username and password here:

Or:

Complete the sections below. An example entry is given. Corrections may be made and more detail added.

6.2 HEALTH AND SAFETY MANAGEMENT

6.2.1 HEALTH POLICY

Your commitment to responsible health and safety management.

6.2.2 HEALTH OBJECTIVES AND TARGETS

Target: Zero "serious harm" accidents.

[Type here]

[Type here]

[Type here]

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6.2.3 HEALTH PROCEDURES AND STAFF TRAINING

6.2.4 HEALTH AND SAFETY RECORDS

6.2.4.1 RISK REDUCTION TARGETS

Please enter here your risk reduction targets (identify risk, then state how it is reduced):

6.2.4.2 HEALTH AND SAFETY PERFORMANCE RECORDS

Less than five minor incidents per 100 staff? Yes No

100% compliance with all legal requirements? Yes No

Labour or staff relations targets met? Yes No

Risk reduction targets met? Yes No

Please attach in [Appendix 2](#) your Health and Safety records, eg. Accident Register and records of any incident and how it was dealt with, and any relevant government department records (eg. Occupational Safety and Health and/or Accident Compensation Corporation (ACC) records in New Zealand).

Please attach in [Appendix 3](#) any Health Certifications held, eg. Tertiary (Level 3) Certification by the New Zealand ACC.

Please attach in [Appendix 4](#) your Accident Record, records of any incident and how it was dealt with.

A minimum of 12 months' records must be submitted.

[Type here]

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[Type here]

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7 ENVIRONMENTAL MANAGEMENT

7.1 ENVIRONMENTAL (SUSTAINABILITY) MANAGEMENT PLAN

Please attach in [Appendix 5](#) your Environmental or Sustainability Management Plan or Manual.

If you have an electronic system, please insert auditor's link or username and password here:

Or:

Complete the sections below. An example entry is given. Corrections may be made and more detail added.

7.2 ENVIRONMENTAL (SUSTAINABILITY) MANAGEMENT

7.2.1 ENVIRONMENTAL (SUSTAINABILITY) POLICY

Your commitment to responsible environmental management. Legal compliance, reduction of pollution, and continuous improvement must be included in your policy statement below.

[Type here]

[Type here]

[Type here]

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7.2.2 ENVIRONMENTAL (SUSTAINABILITY) OBJECTIVES AND TARGETS

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7.2.3 ENVIRONMENTAL (SUSTAINABILITY) PROCEDURES AND STAFF TRAINING

[Type here]

[Type here]

[Type here]

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7.2.4 ENVIRONMENTAL (SUSTAINABILITY) RECORDS

7.2.4.1 PRODUCT/SERVICE ORIGIN, QUALITY, LABELLING

All products/services made on site? Yes No

If NO, percentage made off-site:%

Percentage of products/services [their country] made:%

Quality check system Yes No

Origin of all product/service content known? Yes No

Percentage known.....%

100% compliance with labelling requirements? Yes No

7.2.4.2 RESOURCE USE EFFICIENCY

Resource use records going back 12 months. Programme in place to maximise resource use efficiency.

Please tick the type of resource efficiency programme used in this business:

None Environmental or Sustainability Plan (or management system)

Business Plans & Records Other..... *(please specify)*

Records of efficiencies achieved available? Yes No

Do you have a sustainable procurement policy? Yes No

If yes, please attach a copy at Appendix ()

What percentage of your purchases are truly sustainable (by life cycle assessment)% Don't know

Please attach your Sustainable Suppliers Register (if available).....at Appendix ()

[Type here]

[Type here]

[Type here]

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7.2.4.3 CHEMICAL USE

Any chemicals or hazardous substances used on site? Yes No

If yes, please attach a copy of your Chemicals or Hazardous Substances Register at Appendix ()

Programme in place to reduce or recycle toxic substances and other chemicals where practical?

Yes No

7.2.4.4 ENERGY USE

Energy use records going back 12 months¹. Programme in place to maximise energy use efficiency.

Table 1: Energy Use

| Location | |
|---------------|--|
| kWh per annum | |

Renewable source (eg. hydropower)?

Yes No Partly.....% Don't know

Table 2: Fossil Fuel Use

| Location | |
|---|--|
| Petrol (litres per annum) | |
| Diesel (litres per annum) | |
| Air travel domestic (km/pa) | |
| Air travel international short-haul (km/pa) | |
| Air travel international long haul (km/pa) | |

Renewable source (eg. sustainable biofuels)?

Yes No Partly.....% Don't know

Programme in place to reduce use of fossil fuels where practical?

Yes No

If yes, please attach a copy of your Energy Efficiency Plan at Appendix ()

¹ Normally available from supplier invoices

[Type here]

[Type here]

[Type here]

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7.2.4.5 WATER USE

Water sources

- Public supply Private supply Rainwater collection Recycled
 Water harvest Other

.....(please specify)

Water footprint (per service type or product)

Total water used:tonnes per annum Unknown

Please attach a copy of your water footprint² at Appendix () Unavailable

Water security:

- Very high High Medium Low Unknown

Programme in place to reduce use of water and increase security of supply if needed?

- Yes No

If yes, please attach a copy of your Water Efficiency Plan at Appendix ()

² Not compulsory but preferred

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7.2.4.6 CONTAMINANT DISCHARGES

Contaminant discharges may include wastewater, chemicals and greenhouse gas emissions (GHG).

Records of contaminant discharges and how they are managed for 12 months.

Please indicate below how contaminant discharges are managed:

Chemicals

Recycled Untreated Treated Not used in significant quantities

Wastewater

Recycled Council sewer On-site sewerage Untreated to land/water

Treated to land/water Other

.....(please specify)

Greenhouse gas (GHG) emissions – please tick type emitted by your business:

Agricultural Deforestation Energy Manufacturing

Transport Other

Carbon footprint:

Total GHG emitted:tonnes per annum

Scope 1 Scope 2 Scope 3 Unknown

Please attach a copy of your carbon footprint³ at Appendix () Unavailable
(Note Tables 1 and 2 form a partial carbon footprint)

³ Not compulsory but preferred

[Type here]

[Type here]

[Type here]

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Is your business included in an Emissions Trading Scheme (ETS)?

Yes No Partly.....% Don't know

Emission trading system (ETS) liability:\$ per annum

Unknown N/A

Does your business hold or use carbon credits?

Yes No Partly.....% Don't know

Number of carbon credits held:

Programme in place to reduce carbon footprint?

Yes No Partly.....% Don't know

If yes, please attach a copy of your Carbon Reduction Plan at Appendix ()

Other discharges.....(please specify)

Recycled Untreated Treated

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7.2.4.7 WASTE MANAGEMENT

Records of solid wastes and how they are managed for 12 months.

Please indicate below how solid wastes are managed:

Chemicals/Containers

Returned to manufacturer Cleaned and recycled Council disposal

Waste contractor Not used in significant quantities

Percentage recycled:.....%

Solid Wastes

Recycled Council disposal Waste contractor

Not used in significant quantities

Percentage recycled:.....%

Domestic Wastes

Recycled Council disposal Waste contractor

Not used in significant quantities

Percentage recycled:.....%

Waste oil/hazardous wastes *(old computers, batteries etc...)*

Returned to manufacturer Other recycling Council disposal Waste contractor

Not used in significant quantities Percentage recycled:.....%

Waste management costs:\$ per annum

Unknown

[Type here]

[Type here]

[Type here]

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Programme in place to reduce waste footprint?

Yes No Partly.....% Don't know

If yes, please attach a copy of your Waste Reduction Plan at Appendix ()

7.2.4.8 ENVIRONMENTAL PERFORMANCE RECORDS

Environmental performance records for 12 months.

Less than five minor incidents per 100 staff? Yes No

100% compliance with all legal requirements? Yes No

Some business operations require environmental consents ("resource consents" in New Zealand).

Environmental consents required? Yes No

Please attach copies of your consents in Appendix () N/A

100% compliance with consents? Yes No Don't know N/A

7.2.4.9 NUISANCE EFFECTS

Nuisances include noise, dust, odour, vibration, glare, and spray-drift that may impact neighbours.

Please indicate below whether the business has any complaint issues, and how they are managed:

- No complaints from neighbours
- Minor complaints
- Sensitive areas identified, managed on an 'ad hoc' basis
- Sensitive areas identified, managed on a planned basis in cooperation with neighbours
- Issues exist, but sensitive areas not identified nor managed

Refer Appendix 4: Complaints Register N/A

7.2.4.10 REPUTATION

Please indicate below whether the business has any reputational issues, and how they are managed:

- No such issues
- Minor issues
- Sensitive areas identified, managed on an 'ad hoc' basis
- Sensitive areas identified, managed on a planned basis
- Issues exist, but sensitive areas not identified nor managed

Refer Appendix 4: Complaints Register N/A

[Type here]

[Type here]

[Type here]

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8 OTHER INFORMATION

This section is for any other information that might assist you in your application, for example, technical reports, government reports, ISO certifications, links to other websites, information or materials.

If you have relevant ISO certifications, please attach the certificates in Appendix ().

If you have a Total Footprint for the product or service being certified, please attach it in Appendix ().

If you have a Life Cycle Assessment (LCA) for the product or service being certified, please attach it in Appendix ().

If you wish to attach or refer to any information for a Corporate Certification, please include it here.

9 KEY RISK AREAS IDENTIFIED

This section summarises key risk areas that need priority management.

An example entry is given. Corrections may be made and more detail added.

Table 3: Key Risks

| Risk Type | Description | Risk Level 1= very high 5 = very low | Risk Priority 1= highest 4 = lowest | Action |
|----------------------|---|--|---|--------|
| | | | | |
| Sustainable supplier | Environmental and safety integrity of our suppliers | | 2 | |
| | | | | |
| | | | | |

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[Type here]

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10 SUMMARY CHECKLIST

| KPI | STANDARD: GREEN TICK SUSTAINABLE | EVIDENCE OF COMPLIANCE | LOCATION IN THIS DOCUMENT |
|---|--|---|--|
| 1.1 Safety Accident Record | No major harm accidents, incidents, injuries recorded in past 12 months. | Accident register. OSH records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.2 Safety Staff Health and Safety (H&S) | No substantiated staff complaints about working conditions in past 12 months. | Complaints register, government department records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.3 Safety Supplier Health and Safety | No substantiated supplier issues with on-site working conditions in past 12 months. | Complaints register, Health and Safety Authority (OSH or ACC) records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.4 Safety Customer Health and Safety | No substantiated customer complaints about health or safety issues (including product quality) in past 12 months. | Complaints register. Consumer Protection Authority records. Food or Health Authority records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.5 Safety Management System | OSH-compliant health and safety management system in place. | Accident register. H&S Management System manuals or records. OSH records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.6 Safety Minimising Risk | Annual reviews of potential risk areas and mitigation taken. | H&S Management System manuals or records, Annual Safety Report and risk reduction programme. OSH records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.7 Safety Performance Records | Less than five minor non-conformances per 100 workers to H&S management system reported in past 12 months. | H&S Management System manuals (if any) and or records. OSH records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 1.8 Safety Legal Compliance | i) 100% compliance with all legal requirements; ii) No successful enforcement actions by government health and safety agencies in past 12 months. | Accident register. H&S Management System manuals or records. Health Authority records. OSH records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |

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| KPI | STANDARD: GREEN TICK SUSTAINABLE | EVIDENCE OF COMPLIANCE | LOCATION IN THIS DOCUMENT |
|---|--|---|--|
| 2.1 Environmental Product Origin | All product content identified by country of origin. | Applicant's records of product/service origin and sourcing. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.2 Environmental Product Quality | Products meet all quality standards of industry or government authority. | Applicant's quality records, tests, inspections, surveys. Food Safety Authority records, or equivalent for other industry types. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.3 Environmental Product Labeling | Labeling meets required legal standards. | Applicant's labeling criteria, labeling examples. Government authority records. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.4 Environmental Resource Use | i) Programme in place to maximise resource use efficiency with defined performance targets; ii) Resources used at lowest practical for site/s with current technology per sales unit; iii) Programme in place to identify and use recycled materials where appropriate; iv) Where resource use is extractive, relevant industry or government sustainability standards met. | i) Applicant's records and targets, eg. raw materials, equipment, carbon, energy, water use. ii) Details of technologies used to achieve targets. Records of system performance and any independent audits completed. iii) Details of recycled products used (if any), material recycled (if any), recycling programmes and performance. iv) Applicant's records of extractive uses that meet sustainability levels, allocations or limits. Government Environmental Agency or other independent records that verify sustainability performance. | <input type="checkbox"/> Complete (tick) Insert hyperlink |

[Type here]

[Type here]

[Type here]

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| KPI | STANDARD: GREEN TICK SUSTAINABLE | EVIDENCE OF COMPLIANCE | LOCATION IN THIS DOCUMENT |
|---|---|---|--|
| 2.5 Environmental Chemical Use | Chemical residues comply with industry or government standard. | Applicant's records of chemical purchase, use and management of residues and their environmental effects. Government Environmental Agency or other independent records that verify residue status. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.6 Environmental Energy Use | i) Programme in place to minimise energy use with defined performance targets; ii) Energy resources used at lowest practical for site/s with current technology per sales unit. | i) Results of internal energy audits or programmes to minimise energy use. ii) Details of technologies, manufacturing systems used to achieve energy efficiencies. Reports or records to show systems chosen are the best for the circumstances. Records of system performance and any independent audits completed. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.7 Environmental Nuisance Effects | No substantiated complaints from neighbours about nuisances in past 12 months. | Complaints register. Local Government Authority (Council), and or Health Authority complaints register. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.8 Environmental Contaminant Discharges | i) Programme in place to minimise contaminant discharges with defined performance targets; ii) Contaminant discharges at lowest practical for site/s with current technology per sales unit. | i) Applicant's records of means used to minimise contaminant discharges. Records of system performance, independent audits. ii) Reports or records to show systems chosen the best for circumstances. Government Environmental Agency or other independent records that verify reported performance. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.9 Environmental Waste | i) Waste minimization and recycling programme in place | i) Applicant's records of programmes in place. Records of system | <input type="checkbox"/> Complete (tick) Insert hyperlink |

[Type here]

[Type here]

[Type here]

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| KPI | STANDARD: GREEN TICK SUSTAINABLE | EVIDENCE OF COMPLIANCE | LOCATION IN THIS DOCUMENT |
|--|--|---|--|
| Management | with defined performance targets; ii) Wastes reduced, re-used, recycled, or properly disposed of to authorised facilities. | performance and any independent audits completed. ii) Records that show how wastes managed, eg. those reduced, reused, recycled, or disposed. Evidence that wastes properly disposed to authorised facilities. Government Environmental Agency, Local Authority, or other independent records that verify reported waste management. | |
| 2.10 Environmental Management System | Environmental management programme (EMP) or formal environmental management system (EMS) in place with defined performance targets consistent with industry or government standards. | Applicant's EMP or formal EMS. (Note that this may vary from a simple commitment to abide by relevant legislation through to a certified ISO 14001 EMS being in place.) Applicant's objectives and policies on environmental management, and means to achieve and monitor performance of objectives. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.11 Environmental Management Performance | Less than five minor non-conformances per 100 workers with EMS reported in past 12 months. | Applicant's EMP or EMS records. Records of system performance and any independent audits completed. | <input type="checkbox"/> Complete (tick) Insert hyperlink |
| 2.12 Environmental Legal Compliance | i) 100% legal compliance with any environmental consents and applicable plan rules; ii) No successful enforcement actions by government environmental agencies in past 12 months. | i) Applicant's EMP or EMS records. ii) Government Environmental Agency, Local Authority, or other independent records that verify reported compliance. | <input type="checkbox"/> Complete (tick) Insert hyperlink |

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11 APPENDICES

11.1 APPENDIX 1: HEALTH AND SAFETY PLAN

11.2 APPENDIX 2: HEALTH AND SAFETY RECORDS

11.3 APPENDIX 3: HEALTH AND SAFETY CERTIFICATES

11.4 APPENDIX 4: ACCIDENT RECORD

11.5 APPENDIX 5: ENVIRONMENTAL MANAGEMENT PLAN

11.6 APPENDIX 6: COMPLAINTS RECORD

11.7 APPENDIX 7:

11.8 APPENDIX 8:

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