

The following document gives an overview of the requirements of BS 8555 and the Scheme requirements for organisations that wish to have their environmental management system inspected using BS 8555:2003. A copy of BS 8555 (if required) can be ordered by linking through to the [BSI website](#) .

The BS 8555 document provides detailed guidance on BS 8555. The Seren Scheme is United Kingdom Accreditation Service (UKAS) accredited for use in Wales, England, Northern Ireland and the Republic of Ireland. The Green Ticks scheme is UKAS accredited for organizations in Scotland only.

SCHEME REQUIREMENTS

An organisation can choose to have an inspection against any Phase and providing it passes the inspection it will receive a certificate (valid for 12 months), use of the relevant scheme logos and registration of their details on the scheme websites www.serenscheme.com or www.greenticks.org.uk

Tarian Inspection Services is a Type A Inspection Body for BS 8555 which is the highest category of Inspection Body providing completely independent 3rd party inspections. In order to be inspected against the Schemes, organizations must follow the requirements of BS 8555 but additionally, there are specific scheme requirements that must be adhered to.

OVERARCHING SCHEME REQUIREMENTS AT ALL PHASES

AREA	REQUIREMENT
DATA COLLECTION	<p>A fundamental part of managing environmental risks must be the monitoring and measuring of key environmental impacts as this is an important part of continual improvement that is often missed by organizations running an EMS.</p> <p>It is a specific requirement that data must be collected no less often than quarterly. Where meters are available (and it is safe to read them) as a minimum the following shall be monitored:</p> <p>Utility usage including but not limited to:</p> <ul style="list-style-type: none"> ➤ Gas and electricity ➤ Water consumption <p>and also</p> <ul style="list-style-type: none"> ➤ Total waste arisings and percentages for each disposal routes (e.g. landfill, recycling) ➤ Transport (at least mileage but also litres used if possible to obtain) <p>Where meters are present, monitoring must be carried out through analysis of these meter readings (if safe to collect) and shall not be carried out solely by analysis of bills. Where no meters are present such as when energy is included in the rental agreement or where there may be substantial guesswork involved (e.g. if someone has an office in their house) there is no requirement to monitor but organizations shall still demonstrate that they actively take</p>

	<p>measures to reduce consumption (until there is robust evidence that no further reasonable reduction measures can be taken) regardless of their being no financial incentive to do so.</p> <p>The use of Environmental Indicators, where data collection is corresponded to a level of activity, as required in Phase 1 of BS 8555, must be useful and relevant. Where it can be robustly demonstrated that the use of such indicator information is not practical and/or useful, then a Registered Organisation will be exempted from this requirement.</p>
<p>LEGAL COMPLIANCE</p>	<p>It is a condition of the Schemes that at all phases of BS 8555 an applicant organization must demonstrate compliance with applicable legal and other requirements. This will be tested by an Inspector during the Inspection.</p> <p>At any time, should Legislative non-compliance result in the service of a summons for prosecution, an enforcement/improvement notice, an abatement notice or a prosecution under UK or Republic of Ireland environmental legislation, suspension or revocation or registration from the relevant Scheme may result.</p> <p>All organisations registered to the Schemes are required to inform Tarian Inspection Services where any of these events occur. It shall be the decision of the Technical Manager as to whether immediate suspension of registration is deemed necessary and also when and if, the registration is to be re-instated. There shall be no recompense, financial or otherwise, to the Registered Organisation in the event of such revocation.</p>
<p>POLLUTION PREVENTION</p>	<p>The organisation shall identify pollution risks and take action as necessary to avoid environmental pollution at all times.</p> <p>This is a general requirement across all phases of the Schemes/BS 8555. Organisations are expected to be able to demonstrate that they have identified their pollution risks, assessed their severity and where applicable, have implemented prevention and mitigation measures to counter the risk.</p> <p>It is recognised that human activity does create pollution and therefore total prevention of all pollution is unavoidable. Participants in the Schemes undertake to minimise pollution risk and avoid preventable pollution by:</p> <ul style="list-style-type: none"> ➤ remaining legally compliant, ➤ applying good practices, and ➤ taking reasonable risk reduction steps in their activities <p>Pollution incidents shall be reported to Tarian Inspection Services and the Technical Manager shall assess the scale of incident, actual damage or risk to the environment and causes of the incident to determine whether suspension of Scheme registration is appropriate. Where a certificate is withdrawn, re-issue shall only occur following the successful completion of a chargeable on-site re-inspection. It is a condition of registration that when a Pollution Incident occurs, the registered organisation must inform Tarian Inspection Services as soon as possible following the incident.</p>

The following examples of notifiable pollution incidents must be reported but do not cover every eventuality. If you are in any doubt then you should contact Tarian Inspection Services.

- Emission of any noxious or polluting substance to the air that is outside of permitted limits within a consented permit and that is required to be notified to the relevant consenting authority.
- Emission to air resulting from a fire that has required the attendance of the Emergency Services.
- Release of a substance to the Foul Sewage system that exceeds permitted discharge consents (where applicable) and that requires notification of such release to the consenting authority.
- Release of a polluting or noxious substance to the freshwater drainage system that enters any controlled water (surface or ground) that could result in harm to human health or any vertebrates/invertebrates.
- Release of a polluting or noxious substance to the ground that results in the contamination of that ground requiring specialised clean up and disposal.
- Pollution by noise, dust, odour or light that is designated a 'statutory nuisance' by the relevant regulatory authority.

During an on-site inspection, Registered Inspectors shall carry out a risk assessment based on procedures/practices observed at the site and shall also assess whether the site appearance, any emitted odours or noise are judged to be compliant with the commitment to the prevention of pollution to ensure that only those organisations showing adequate control of their environmental impacts are allowed to be placed on the Scheme registers. This shall be determined in all cases by the Registered Inspector in consultation with the Scheme Technical Manager.

If a Registered Inspector deems at any time that pollution risks are not adequately controlled, registration shall be withheld or withdrawn pending a successful on site re-inspection.

CONTINUAL IMPROVEMENT

BS 8555 is intended to be a tool to help organisations improve their environmental performance. Registration is not the end of this process, although it is an important stage within it. Environmental improvement does not stop when registration is first achieved. Inspectors will look for evidence of continual improvement when carrying out re-inspections.

In this context, "Environmental Improvement" includes improvements in:

- the organisation's understanding of its environmental impacts and the ways in which its activities causes or reduces them,
- the capacity of the organisation to address these impacts,
- the environmental management system itself,
- environmental performance (such as waste or emissions reductions, resource efficiency gains, landscape improvements etc)

The organisation shall demonstrate environmental improvements on an on-

Document Reference	Issue Number	Issue Date	Page	Author	Approved By
TIS 25 Scheme Requirements	1	10.01.14	Page 3 of 5	Technical Manager	Quality Manager

	<p>going basis.</p> <p>During the re-inspection process, consideration will be given as to whether the organisation has achieved 'continual environmental improvement'. The Inspector will judge as to whether the commitments made within Improvement Plans or Objectives and Targets have been achieved and what measurable environmental improvements have been gained. This does not mean that all objectives shall have to have been completed, indeed, it may well be the case that there are good reasons why some have not been achieved (economic, planning constraints, unrealistic when originally set etc). The Inspector therefore will make a judgement as to the specific on-site issues in relation to the nature, scale and activities of the organisation.</p> <p>During a re-inspection, failure to effectively demonstrate Continual Environmental Improvement commitments within Improvement Plans or Objectives and Targets shall result in suspension or revocation of Scheme registration.</p> <p>Where no improvements have been made, the Inspector may judge that a 'failure' to reach the required standard has occurred under either the mandatory commitment to continual improvement statement within the environmental policy or through disingenuous management commitment.</p>
INTERNAL AUDIT	Organisations that have multi-sites included within their scope, must have a procedure and carry out internal audits/follow up actions no less often than annually (either by themselves or by a third party providing the auditor is independent of the activity/area being audited). Audits must be closed out before the external inspection.
MANAGEMENT REVIEW	The organisation must hold a management review no less often than annually to review the EMS for its effectiveness and to determine future actions to ensure the key principles of continual improvement, legal compliance and pollution prevention are upheld.

COMPLAINTS AND RIGHT TO APPEAL

Tarian operates a complaints procedure. Complaints will be investigated by the Technical Manager. The purpose of the investigation will be to determine the validity of the complaint and how Tarian may need to improve its performance. The Technical Manager will produce a formal response. The formal response will be discussed by the Tarian Independent Panel during Management reviews. A record will be maintained of complaints received and the response.

Tarian also operates an appeals procedure. An applicant may appeal against a decision regarding the awarding/declining or suspension of any inspection. A review will be carried out by the Technical Manager and submitted to the Independent Panel of Tarian who will make the final binding decision on the appeal, and reply to the appellant in writing.

SCHEME ADMINISTRATOR CONTACT DETAILS

Tarian Inspection Services

Email: techmanager@inspections.org.uk

Telephone: 0845 8388 543

©Tarian Inspection Services 2013

Document Reference	Issue Number	Issue Date	Page	Author	Approved By
TIS 25 Scheme Requirements	1	10.01.14	Page 4 of 5	Technical Manager	Quality Manager

SPECIFIC REQUIREMENTS OF BS 8555

BS 8555 is split into 6 separate phases and each phase is further divided into stages. Any Phase of BS 8555 can be inspected though the organisation must still comply with the lower phases as they are not superseded as progress is made. The only exception is that the Baseline Assessment does not have to be updated once an Aspects Register is in place (for Phase 3) providing the Aspects Register is itself kept up-to-date. It is not the intention of these notes to replace the full requirements of BS 8555 but to give general guidance on what is expected for each phase.

PHASE 1

- Demonstrate management commitment
- Baseline environmental assessment
- Document an environmental policy and communicate
- Develop environmental indicators
- Identify, plan and initiate relevant environmental training
- Document Environmental Improvements

PHASE 2

- Documented legal and other requirements register
- Documented procedure for legal and other requirements compliance
- Legal compliance checks with compliance indicators
- Operational controls to ensure legal compliance

PHASE 3

- Identification, categorization and prioritized control and/or improvement of environmental risks
- Documented Objectives and Targets, indicators, responsibilities and timeframes
- Document operational controls where necessary
- Communication of EMS targets and programme to relevant parties

PHASE 4

- Documented management roles/responsibilities and training commenced
- Description of EMS core elements (Environmental Manual)
- Communication, Document and Records control
- Recorded tests of emergency procedures
- EMS performance indicators

PHASE 5

- Internal audits
- Corrective and prevention actions
- Management review

PHASE 6

- The completion of an environmental statement that meets the requirements of the European Eco-Management and Audit Scheme (EMAS)



4492



Document Reference	Issue Number	Issue Date	Page	Author	Approved By
TIS 25 Scheme Requirements	1	10.01.14	Page 5 of 5	Technical Manager	Quality Manager