



**NATIONAL CLEANER PRODUCTION CENTRE, SRI LANKA
ECO LABELLING SCHEME
PRE-VERIFICATION QUESTIONNAIRE**

(To be submitted with FM-EL-01)

INSTRUCTIONS

This questionnaire is intended to provide preliminary information relating to the applicant’s capability to control the environmental aspects and impacts related to the products or commodities in connection with the requirements of relevant Eco Labelling certification criteria.

This information will be used by the NCPC-SL for the purpose of determining the environmental criteria and functional characteristics of products during the verification audits.

This questionnaire should be completed separately for each factory involved with production. The information shall relate to the facilities currently available at the factory. Supplements may be included where it is necessary to express further about any statement.

NCPC-SL will ensure the confidentiality of all the information furnished by the applicant in this questionnaire. This information is only disclosed to the designated verifiers who are required to sign a confidentiality agreement. The names of these verifiers shall be informed to the applicant prior to the audit.

Please tick (✓) in the relevant box given under each question. If it is not applicable, indicate as N/A.

1.0 General information

1.1 Name of the Applicant:

1.2 Address:
.....

1.3 Are the products of your organization already certified to use Eco labelling mark? Yes No

If yes;

a) Indicate the scope of certification and products certified:

.....
.....
.....

b) Date of expiry of the certification:

1.4 Number of Employees

a) Total in the Company: b) In Manufacturing Department

c) If there are sites, indicate the number of employees of each site separately



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2.0 Legal, Regulatory and System Compliance

2.1 Compliance to legal requirements

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Has the organization complied with all applicable laws and regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Has the organization obtained legal right to manufacture the products which are subject to certification? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Has the organization paid payable taxes and charges? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Indicate below the principal acts and regulations applicable to your industry. | | |

2.2 Management Responsibility

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Is the organizational structure of the company drawn up? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are key personnel related to manufacturing process included in the organizational structure? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Are responsibilities and authorities defined? * | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Are job descriptions issued to other staff? | <input type="checkbox"/> | <input type="checkbox"/> |

* For the personnel involved with environmental aspects and impacts, monitoring and measurement, order acceptance, purchasing of raw materials, supplier evaluation, material and product inspection and verification, production, process control, nonconforming products, storage, product delivery, after sales service, training, equipment maintenance, calibration of testing and measuring equipment and record control.

2.3 Quality assurance system

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Does your organization hold any management system certification? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) If yes; please indicate the relevant certification(s). | | |

2.4 Product Environmental Criteria

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Has the organization developed an environmental programme for the product/organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Does the environmental programme include the following? | | |
| i) Types of products subject to certification | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Processes involved with production | <input type="checkbox"/> | <input type="checkbox"/> |



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- iii) Inspection, testing and environment control
- c) Have the associated impacts been considered throughout the life cycle of product?
- d) Have you done a life cycle impacts mapping with manufacturing/processing cycle?
- e) Have the aspects considered for the following?
 - i) Method of material production
 - ii) Use of natural resources
 - iii) Consumption of water, energy, and resources
 - iv) Generation of emissions (gases, noise, dust, odor etc.)
 - v) Effluent generation (waste water, hazardous products etc.)
 - vi) Waste generation and management, especially hazardous waste
 - vii) Biodiversity
- f) Is the environmental programme approved by the top management?

2.5 Process Control

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Are processes shown on a process flow chart? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are testing and inspections points included in the process flow chart? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Is environment aspects and impacts evaluation conducted for products? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Are environment control measures implemented? | <input type="checkbox"/> | <input type="checkbox"/> |

2.6 Traceability of product

- a) Do you produce against orders and/or for stocks? a) Order b) Stock
- b) Do you issue a work order or equivalent? a) Work order b) Equivalent
- h) Have you defined a batch of production? Yes No
- i) Can the final product be traced back in the process and If yes, up to when? Yes No
(up to raw material or process)
- j) Do products and/or containers/packages carry information for batch identification? Yes No



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2.7 Inspection and test status

Describe how you identify (colour coding, labelling etc.) the inspection/test status during all stages of production.

- a) Awaiting inspection b) Inspected c) Passed d) Failed

2.8 In-process and final inspection and testing

2.8.1 In-process inspection and testing related to environmental aspects of product

| Parameters inspected/tested | Frequency of inspection/testing | Sample size | Records maintained |
|-----------------------------|---------------------------------|-------------|--------------------|
| | | | |

2.8.2 Final inspection and testing related to environmental aspects of product

| 1. Parameters given in the standard specification | Frequency of inspection/testing | Sample size | In house/outside * Accredited? | Records maintained |
|---|---------------------------------|-------------|--------------------------------|--------------------|
| | | | | |
| 2. Any other parameters? | | | | |

2.8.3 If available, please indicate the level of defectives found in the past six months on parameters specified in the standard specification and give a summary of test results.

2.9 Control of inspection, measuring and test equipment

- | | | |
|---|--------------------------|--------------------------|
| a) Do you carry out calibration of measuring and test equipment on planned basis? | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are those calibration laboratories accredited for the measurements calibrated? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Give below the details of calibrations done? | | |



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2.12 Environmental control and management records related to product

Indicate the records maintained as evidence of conformity to specified requirements and effective operation of the eco labelling system

2.13 Internal environmental management and eco labelling audits

Do you conduct internal environmental management and eco labelling audits to assess the compliance of your eco labelling system and maintain records? Yes No