
### Centres of Procurement Expertise (CoPEs)

**Government Construction Health & Safety Officers’ Group**

**A task Group of the Procurement Practitioners’ Group**

**(Construction, Works & Services) [PPGCWS]**

## ASSESSMENT OF ORGANISATIONS

**PROVIDING THIRD PARTY ENVIRONMENTAL**

**MANAGEMENT SYSTEM CERTIFICATION (CONSTRUCTION)**

**QUESTIONNAIRE**

**ASSESSMENT OF ORGANISATIONS PROVIDING 3RD PARTY ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CERTIFICATION (CONSTRUCTION)**

1. From 1 April 2016, all Northern Ireland (NI) central government construction works contracts procured by a NI Centre of Procurement Expertise (CoPE) shall include a requirement that all main contractors seeking to tender, shall have and maintain an EMS certified by a third party.
2. “Works” means “construction work” as defined under the current Construction (Design and Management) Regulations.
3. CoPEs will accept third party certification of an environmental management system provided that:
* it is based on a recognised standard e.g. ISO 14001, BS8555, or equivalent;
* it is construction focused incorporating site inspections; and
* the third party certification body is accredited or recognised.
1. The certifying body must be accredited by the National Accreditation Body, for example UKAS, to undertake third party certification to ISO 14001. In other circumstances the certifying body must be recognised by a professional environmental body, institution or regulator as having the knowledge and skill to undertake construction focused third party EMS audits.
2. In addition the EMS third party certification:
* shall be obtained /renewed within three years of the main contract award date; and
* shall include an annual verification audit undertaken in the intervening years.

It should be noted that this is not a procurement competition and that Central Procurement Directorate is undertaking this exercise on behalf of the CoPEs to assess the suitability of schemes offered by organisations providing third party environmental certification. This will assist CoPEs in developing an awareness schedule of suitable providers to be used in determining whether the evidence provided by contractors satisfies the requirements at paragraphs 3 to 5 above.

1. The suitability of a scheme will be determined particularly in respect of responses to questions 3 to 6 in the questionnaire with the assessment undertaken by a minimum of two CoPEs. The assessment panel (minimum of three) shall consist of members of the Government Construction Health & Safety Officers Group (GCH&SOG).
2. Following assessment the provider will be advised on the suitability of the scheme offered. A provider not initially meeting the criteria shall have the right to appeal the decision. In addition they may request to complete an additional questionnaire when they consider they meet the requirements.
3. Third party certification providers meeting the requirements will be added to the Central Procurement Directorate website.
4. Should you have any queries in respect of this questionnaire please email them to:

**H&SAssessments.CPD@dfpni.gov.uk**  **.**

**ASSESSMENT OF ORGANISATIONS PROVIDING THIRD PARTY**

**ENVIRONMENTAL MANAGEMENT SYSTEM CERTIFICATION (CONSTRUCTION)**

1. Details of Organisation offering third Party Certification of the environmental management system:

Name of Organisation:

Address:

Post Code:

|  |  |
| --- | --- |
| Contact Name:       | Tel. No:       |
| Email Address:        | Web Address:       |

1. Is the Audit provided directly by the Company or by another Organisation? **(Tick** [x] **)**

 Company [ ]  Another [ ]

If provided by another Organisation provide details:

Name of Organisation:

Address:

Post Code:

|  |  |
| --- | --- |
| Contact Name:       | Tel. No:       |
| Email Address:        | Web Address:       |

1. Specify the name(s) of the schemes offered (if applicable):

The Certification scheme(s) offered is based on which of the following Specifications **(Tick** [x]  **all that apply)**

ISO 14001 [ ]

BS 8555 [ ]

Other (Give Details) [ ]

***Criteria***

***To satisfy the requirements the thirdparty Certification Scheme must be based on one of the above or equivalent.***

1. Does your Certification Scheme(s) require as a minimum the following mandatory audits:

A complete audit undertaken every 3 years; and

An annual verification audit undertaken in the intervening years

***Criteria***

 ***To thirdparty Certification Scheme offered must as a minimum satisfy the above requirements.***

1. Where Certification is being undertaken on a construction company, is the associated audit always construction focused and does it incorporate a construction site inspection and associated report on the environmental issues audited on the site.

If ‘YES’ to the above provide an anonymous construction related sample audit report that incorporates a construction site inspection that reports on the environmental issues audited on the site.

Sample audit report attached

***Criteria***

***To* satisfy the requirements the audit report provided must be construction focused and incorporate a construction site inspection that reports on the environmental issues audited on the site.**

***The Audit Report as a minimum must satisfy a), b), f,) g) and h) of paragraph 6.5.1 of BS EN ISO 19011:2011 – Guidelines for Auditing Management Systems.***

1. Complete the questions below and supply the information requested **(Note: Organisations offering ISO 14001 certification must be accredited by their National Accreditation Body):**

|  |  |
| --- | --- |
| * 1. I confirm that my organisation **(complete either (i) or (ii) below):**

(i) has been accredited by the National Accreditation Body to undertake third party certification to ISO 14001.**OR**(ii) is recognised by a professional environmental body, institution, or regulator, for example, NIEA or IEMA as having the knowledge and skill to undertake construction focused third party environmental audits based on the scheme indicated at 3 above **(excluding ISO 14001)**. | **OR** |
| (b) Evidence from the national accreditation body / professional environmental body, institution, or regulator supporting (a) above attached.  |  |
| (c) A copy of a sample third party environmental certification certificate issued by my organisation attached.  |  |

***Criteria***

***To satisfy the requirements the third Party Certification Body must satisfy the above.***

1. It is proposed to publish the names of Organisations meeting the criteria on the CPD website. Please advise if you agree with this proposal.

I hereby declare that to the best of my knowledge and belief the information provided above is a true and accurate record.

|  |
| --- |
| Print Name :       |
| Position in Organisation:       | Date:       |