



NATIONAL CLEANER PRODUCTION CENTRE, SRI LANKA
ECOLABELLING SCHEME
PRE-VERIFICATION QUESTIONNAIRE

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"/> |
| iii) Inspection, testing and environment control | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Have the associated impacts been considered throughout the life cycle of product? | <input type="checkbox"/> | <input type="checkbox"/> |



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- 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Use of natural resources | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Consumption of water, energy, and resources | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Generation of emissions (gases, noise, dust, odor etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| v) Effluent generation (waste water, hazardous products etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| vi) Waste generation and management, especially hazardous waste | <input type="checkbox"/> | <input type="checkbox"/> |
| vii) Biodiversity | <input type="checkbox"/> | <input type="checkbox"/> |

- 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"/> |
| d) 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 | <input type="checkbox"/> | b) Stock | <input type="checkbox"/> |
| b) Do you issue a work order or equivalent? | a) Work o | <input type="checkbox"/> | b) | <input type="checkbox"/> |

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| c) Have you defined a batch of production? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Can the final product be traced back in the process and If yes, up to when?
(up to raw material or process) | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|---------------------------------------------------------------------------------------|--------------------------|--------------------------|
| e) Do products and/or containers/packages carry information for batch identification? | <input type="checkbox"/> | <input type="checkbox"/> |

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



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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
- b) Are those calibration laboratories accredited for the measurements calibrated? Yes No
- c) Give below the details of calibrations done?

Equipment/instrument	Make/brand	Whether calibrated	If calibrated		Records maintained
			Frequency	In house/outside	



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2.10 Control of Nonconforming Products

- a) Describe how you handle nonconforming products during all stages of production. Indicate whether you;
- i) Rework ii) Repair iii) Re-grade iv) Reject or v) Scrap
- b) Indicate the number of claims/complaints made under warranty and/or otherwise during past three years
- c) Explain the procedure adopted to handle claims/complaints on product

2.11 Handling, Storage, Packaging, Preservation and Delivery

- 2.11.1 Explain the measures taken to prevent damage, contamination or deterioration during the following activities.
- a) Handling
- b) Storage
- c) Packaging
- d) Preservation
- e) Delivery

2.11.1 Describe how the product is packed

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 ecolabelling system

2.13 Internal Environmental Management and Ecolabelling Audits

Do you conduct internal environmental management and ecolabelling audits to assess the compliance of your ecolabelling system and maintain records?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>