



Name Of Auditee :

Shankarlal Khandelwal
Arts, Science And Commerce College
Akola

EFEC's Green Audit

Implementation

Checklist



Head Office:(EFEC,)
Environment & Forest Education Center , C/o-Book Center,
Mahila Co-op Society, Birla Road, Ramdas Peth, Akola
444005

EFEC Green audit implementation checklist:

Environmental policy			
Requirements	Conformity		
	Y	N	N/A
1. Has the institute defined and documented its environmental policy?	Y		
2. Is the environmental policy based on: Significant environmental aspects? Corporate policy? Please display Mission / Vision statements. Please attach it with annexure.	Y Y		
3. Is the policy appropriate to the institute's activities and their potential environmental impacts?	Y		
4. Does the policy include commitments to: Continual improvement Prevention of pollution	Y		
5. Does the policy provide a framework for setting environmental objectives and targets?	Y		
6. Is the policy documented, implemented, maintained and communicated to all persons working for or on behalf of the institute? <i>It is well supported by communicating to all MODs, non teaching staff, students & community.</i>	Y		
7. Is the policy available to everyone connected to institute? <i>environmental policy has been made available to all MODs and had been displayed at more than 21 places</i>		N	

Environmental aspects			
Requirements	Conformity		
	Y	N	N/A
1. Has a procedure been established, implemented and maintained to identify the environmental aspects of its current and relevant past activities? <i>It is again well supported by list of events properly distributed through various events organised by the institute</i>	Y		
2. Have aspects related to potential significant environmental aspects been considered in establishing and implementing the audit?	Y		
3. Have aspects having reporting, monitoring or operational requirements been identified as "significant" aspects?	Y		
4. Are the following environmental aspects considered in sufficient detail? Tree plantation for compensating CO ₂ emissions No tobacco zone Plastic free zone Wastewater effluent Waste management Soil pollution Raw material and natural resource usage Hazardous and toxic material Impact on well being of all living organism(e.g. noise, smell, heat, landscape, protection) Utility, energy and resource Other environmental specific issues on site such as housekeeping, storage, areas, piping	Y		

Environmental aspects			
Requirements	Conformity		
	Y	N	N/A
<p>5. Are the following operational aspects considered?</p> <p>Normal operating conditions</p> <p>Abnormal operating conditions (e.g. start up and shut down conditions, maintenance, incidents)</p> <p>Development of new or modified processes, products or services</p> <p>Actual and potential emergency conditions</p>	Y	N	
6. Have significant aspects been identified?	Y		
7. Are the significance evaluation criteria reasonable and adequate? <i>The institute is trying its level best to add values in nature conservation</i>	Y		
8. Are all significant environmental aspects controlled by institute? <i>No infrastructural developmental work because uncontrollable environmental pollution. The institute is trying its level best to keep pollution under control.</i>	Y		
9. Have indirect aspects such as the following considered? Products and service related impacts (includes daily consumables such as paper, ink, cartridges, chalk, pigments, fuel in generators & incinerators, chemicals in labs, electrical energy etc)	Y		
10. Have environmental aspects identified and evaluated?	Y		

11. Mention the maintenance schedule for following things are kept:	Y		
12. maintenance schedule for Lights			
13. maintenance schedule for Fans			
14. maintenance schedule for Air Conditioners/ heaters / boilers / stoves / incinerators			
15. maintenance schedule for Computers/Printers			
16. maintenance schedule for Flood Lights			
17. maintenance schedule for Power Plugs			
18. maintenance schedule for Coolers/exhausts / Gen sets / Water pumps / EFTs Etc.			
19. maintenance schedule for Transportation:			
20. maintenance schedule for vehicles:			
21. Two Wheelers BSIII / BSIV Mfg. Year_____			
22. Three Wheelers / Buses / Tractors BSIII / BSIV Mfg. Year_____			
23. Trucks BSIII / BSIV Mfg. Year_____			
24. Lawn Movers BSIII / BSIV Mfg. Year_____			
College Buses. BSIII / BSIV Mfg. Year_____			
Please inform if your labs directly or indirectly emits following gases:	Y	22222	
Carbon dioxide (CO2)			
Methane (Ch4)			
Nitrous oxide (N2O)			
Hydro fluorocarbons (HFCs)			
Per fluorocarbons (PFCs)			
Sulphur hexafluoride (Sf6)			
Other air / water pollutants used in colleges such as air fresheners, detergents, cleaning agents, dyes, pigments, pesticides, repellents etc.			
If yes then how & what way you try to reduce/stop using it or by finding organic substitute?			
If any			
Solar Panels			
Solar thermal plant			
Composting			

Legal and other requirements			
Requirements	Conformity		
	Y	N	N/A
1. Has a procedure been developed and implemented to identify applicable regulatory and other requirements? <i>EFEC is guiding regarding environmental conservation.</i>	Y		
2. Are current norms set by institute for conservation of energy applicable to all individuals in institute to be followed? <i>① Switch it ON, switch it OFF project. ② No vehicle day.</i>	Y		
3. Have all further agreements the organization needs to fulfill been integrated in the procedure? Business related agreements	Y		
Agreements with public authorities <i>Though LPG is used negligible amount of CO₂ emission is there</i>	Y		
MOUs with ngos. <i>① Shreshthi Vaibhav Annamune ② EFEC T, II, III ③ Satpada Foundation, Rotary</i>			
4. Are the following licenses, permits and approvals available to demonstrate full legal compliance? Licenses of waste collectors <i>① Alcohol licenses ② LPG ③ 54 electrical meters</i> Air emission permits <i>So far waste management has not been done in the institute. we are looking forward to mitigate for the next year</i> Wastewater discharge permits Permits and licenses related to dangerous goods	Y		
			N/A

EFEC-UV

Legal and other requirements			
Requirements	Conformity		
	Y	N	N/A
At present periodical assessment is not there. Annual assessment will be done in the month of March 2017			
7. Are evaluation criteria or meeting records available to determine what significant environmental aspects become objectives and targets?	Y		
8. Have programmes for the achievement of environmental objectives and targets been established and implemented?	Y		
9. Have responsibilities been assigned for programmes at each appropriate function and level? The concerned HODs clear various activities for the promotion of environment conservation with the help of trustees, teaching and non-teaching staff and community	Y		
10. Have committees, sub committees are formed?	Y		
Annexure IV			
11. Do the programmes include the following elements? Designation of responsibility for achieving objectives and targets at each relevant function and level of the organization The means and time-frame by which the programmes are to be achieved Are the programmes, where appropriate, revised and amended to apply to new development, new or modified activities, products or services Such minute planning has not been done. But we are planning for next year			
Programmes			
Requirements	Conformity		
	Y	N	N/A
12. What kind of programmes are organized at institute level? every non-teaching and teaching staff members is saving paper, electricity, water and fuel			
13. Celebration of Environment Day Every year environment Day is celebrated in the institute			

EFEC-UV

Requirements			Conformity		
Sr. No.	Name of the species	Date of plantation	Y	N	N/A
	Annexure - V - A				

[illegible]

Legal and other requirements			
Requirements	Conformity		
	Y	N	N/A
22. Swatcha Bharat Abhiyan <i>Annexure V - B</i>	<i>Y</i>		
Lectures on various topics <i>Annexure VI</i>			
Educate students the importance of composting <i>Annexure - VI A</i>			
23. Any special program if any (Avoid POP Ganesh Idols)			
24. 'Let us know the value of LED bulbs' program			

Legal and other requirements			
Requirements	Conformity		
	Y	N	N/A
25. Eradication of weeds: 3rd week of every month (Uprooting unwanted grass, plants, weeds) <i>weed eradication</i> <i>Annexe - V - C</i>			
26. 'Control the noise pollution' initiative			
27. 'Switch it on, switch it off' Save the electricity initiative			
'How to read your electricity bills' initiative and save on money			

Resources, roles, responsibility and authority			
Requirements	Conformity		
	Y	N	N/A
1. Is an Internal Green Audit Committee chart available?		✓	
2. Dr. J. M. Sarker Principal of the institute)			
3. Chairman Internal Green Audit Committee <u>Dr. S. G. Kakeale</u>			
4. Co-coordinator, Internal Green Audit Committee <u>Dr. A. M. Shelke</u>			
5. MEMBERS			
6. <u>Dr. Nagare</u> HOD I			
7. <u>Dr. Pande</u> HOD II			
8. <u>Dr. Pisolkar</u> HOD III			
9. <u>Prof. S. Kanale</u> HOD IV			
10. <u>Prof. D. D. Mafai</u> HOD V			
11. <u>Shri. Aakashiji</u> Incharge Admin			
12. <u>Shri. Tushar Kanna</u> teaching staff representatives			
13. <u>Ganesh Sahare</u> Gardener			
14. Mr. Devendra Telkar 'Shruti Vaibhav' NGO <u>Rotary, Salpinda, Alkarga Kalga</u>			
15. Mr. Uday Vaze Invitee Consultant, Environment & Forest Education Centre			
16. Student Representative (Head of the volunteers) <u>Vishal Raut</u>			

Resources, roles, responsibility and authority			
Requirements	Conformity		
	Y	N	N/A
17. Have responsibilities and authorities for environmental management been defined and documented? <i>Every possible key person is involved in the process of pursuing environmental policy</i>	Y		
18. Has a Management Representative been assigned in it?	Y		
19. Have the roles, responsibilities, and authorities for the Management Representative been defined? <i>management has agreed to make necessary changes by incorporating various gadgets, process and putting new infrastructure. Budgetary provisions has been made for next year.</i>	Y		
20. Are the required resources (e.g. personnel, technology, finance) for implementation and control of the environmental management system provided by management?			NA
21. Any resources reserved for environmental conservation activities are budgeted in an yearly expenditure plan or budget. <i>will be planned for next year.</i>			

Competence, training, and awareness			
Requirements	Conformity		
	Y	N	N/A
1. Have training needs been identified separately for students, teaching & non teaching staff of the institute?	Y		

Competence, training, and awareness			
Requirements	Conformity		
	Y	N	N/A
2. Are all personnel, whose work can cause significant environmental impacts, competent on the basis of education, training and or experience? (Parents, neighbours, third party contractors)	Y		
3. Have procedures been established to assure all persons working for or on behalf of the institute are aware of the Environmental Policy, actual and potential impacts and their responsibilities?	Y		
4. Has the institute ensured that personnel performing environmental specific tasks have the required knowledge (e.g. education, training experience)? <i>All the technical persons who are handling everyday energy, water, consumables are trained time to time.</i>	Y		
5. Does the communication process ensure that business partners, suppliers and contractors are aware of the relevant requirements of the institute? <i>Proposed for next year.</i>		N	
6. In case of any new construction: Do the contractors working on site have the requisite knowledge and skills or have been trained to perform the work in an environmental responsible manner? <i>Proposed</i>		N	
7. Are training records, certificates and licenses available to demonstrate the competence?	Y		

Communication			
Requirements	Conformity		
	Y	N	N/A
1. Are procedures maintained for communication of environmental issues between various levels of the organization? <i>management teaching and non teaching staff members, students, community and parents.</i>	Y		
2. Are procedures maintained for receiving, documenting and responding to communications from external interested parties? <i>not applicable</i>	Y		
3. Has the organization recorded its policy and/or processes for external communications on its significant environmental aspects?		N	

Documentation			
Requirements	Conformity		
	Y	N	N/A
1. Have the core elements of the institute and their interaction been described in paper or electronic form? <i>EVS policy along with nodal office is displayed</i>	Y		
2. Does documentation of core institute elements provide direction to related documentation?	Y		
3. Are the following institute documents documented : - policy, objectives & targets, scope of the institute <i>Annexure - VII</i>	Y		

Control of documents and resources in institute			
Requirements	Conformity		
	Y	N	N/A
1. Are procedures maintained to ensure periodic review and appropriate revision of all required documents? <i>evaluation and assessment is done once a year, but periodical evaluation is proposed for next year</i>		N	
2. Are current versions of all required documents available at all essential locations?	Y		
3. How are the resources kept properly such as wastage of water, energy etc. <i>In progress</i>			
4. How are the daily consumable such as paper, cartridges, chemicals in the lab etc are used conservatively?			N/A
5. Are vehicles & electronic equipments are maintained?			

Operational control			
Requirements	Conformity		
	Y	N	N/A
1. Are activities associated with significant environmental aspects planned and carried out under specified conditions?			

Operational control			
Requirements	Conformity		
	Y	N	N/A
2. Have documented procedures been established, implemented and maintained for operations associated with significant environmental aspects, policy, objectives and targets?			
3. Have, during development of the documented procedure, the following elements considered?			N/A
Activities where their absence could cause deviation from environmental policy, objectives and targets			N/A
Stipulating operating criteria and limits for control of the important activity characteristics			
Control processes of significant environmental aspects of products and services			
Release of new or modified processes and products		2	

Operational control			
Requirements	Conformity		
	Y	N	N/A
4. Are, during the development of the documented procedures, other indirect impacts considered? <i>Proposed for next year</i>		N	
5. Have procedures been established relating to the significant environmental aspects of materials and services purchased and used by the organization?	Y		
6. Have procedures been established to communicate relevant procedures and/or requirements, regarding environmental aspects of purchased products or services, to suppliers and subcontractors?	Y		

Emergency preparedness and response			
Requirements	Conformity		
	Y	N	N/A
1. Have procedures been implemented to identify the potential for and respond to emergencies?	Y		
2. Have procedures been established to prevent and mitigate impacts of emergencies?	Y		

Emergency preparedness and response			
Requirements	Conformity		
	Y	N	N/A
3. Are emergency procedures tested where practicable? Such as fire alarms, maintenance of first aid kits, water pump usage indicators and automatic shut off system <i>first aid kits are available, fire extinguishers, doctors on call are available</i>		N	
4. Are emergency plans available? Are procedures defined to ensure that environmental impacts of emergency situations are mitigated?	Y		
5. Are the responsibility defined to review and revise, where necessary, the emergency preparedness and response procedures?	Y		

Monitoring and measurement			
Requirements	Conformity		
	Y	N	N/A
1. Have procedures been documented and implemented to monitor key characteristics of operations that can have significant impacts?	Y		
2. Has any environmental performance indicator that relates to objectives and targets been established?	Y		

Monitoring and measurement			
Requirements	Conformity		
	Y	N	N/A
3. How do the institute tackle the bio-d and non bio-d waste? Such as paper, lab waste, old equipment scrap, e waste, everyday consumables, old furniture etc			
4. Are records available to track performance and conformity with objectives and targets?		N	
5. Annual budgetary framework plan		N	

Evaluation of compliance			
Requirements	Conformity		
	Y	N	N/A
1. Are documented procedures established, implemented and maintained to periodically evaluate? Proposed for next year		N	

Evaluation of compliance			
Requirements	Conformity		
	Y	N	N/A
Energy Management: Lights Fans Air Conditioners/ heaters / boilers / stoves / incinerators Computers/Printers Flood Lights Power Plugs List of electrical equipments/ Gadget Coolers/exhausts / Gen sets / Water pumps / EFTs Etc. Transportation: List of vehicles: Two Wheelers BSIII / BSIV Mfg. Year _____ Three Wheelers / Buses / Tractors BSIII / BSIV Mfg. Year _____ Trucks BSIII / BSIV Mfg. Year _____ Lawn Movers BSIII / BSIV Mfg. Year _____ College Buses: BSIII / BSIV Mfg. Year _____	Y		N/A

Nonconformity, corrective action and preventive action			
Requirements	Conformity		
	Y	N	N/A
1. Have procedures been established to define the responsibility for handling, investigating and controlling, and mitigating nonconformity? <i>We are planning to plant more trees</i>			
2. Are corrective and preventive actions timely, appropriate and effective? <i>As and when required</i>			
3. Are procedures changed and/or updated as a result of corrective action and preventive action?			

Nonconformity, corrective action and preventive action			
Requirements	Conformity		
	Y	N	N/A
4. Does the procedure include the fact that complaints from interested parties are to be integrated in the process? <i>Annexure (Complaints) IX</i>			

Control of Records			
Requirements	Conformity		
	Y	N	N/A
1. Specific location to keep records?	Y		
2. Is it fire safe?	Y		
3. Is it termite safe?	Y		
4. Do the records include the followings: Training records Green audit results Management review records Information on applicable environmental laws and other requirements Inspection, maintenance and calibration records Electrical equipments			 N/A N/A N/A N/A N/A
	Y		

Control of Records			
Requirements	Conformity		
	Y	N	N/A
Information on emergency preparedness and response			
Information on significant environmental aspects and associated impacts			

Control of Records			
Requirements	Conformity		
	Y	N	N/A
Monitoring data			N/A
Details of nonconformity, incidents, complaints and follow-up actions			N/A
Process and product information			N/A
Photo library of various initiative taken by institute (can be attached separately with proper annexure) <i>Annexure - X</i>			
News cuttings of various activities organized in a period of the year. (can be attached separately with proper annexure) <i>Annexure XI</i>			

Internal audit			
Requirements	Conformity		
	Y	N	N/A
1. Have internal green audit procedures been developed and implemented?			

Internal audit			
Requirements	Conformity		
	Y	N	N/A
Proposed in march			
2. Are green audit frequencies and topics based on the environmental importance of the activity concerned and the results of prior green audits?		N	
3. Do green audit procedures cover how results are reported and how results are provided to management?			N/A
4. Do audit procedures adequately define scope, frequency, methods and responsibilities? To be published in March 2017	Y		
5. Has the green audit system been fully and effectively implemented? In progress			
6. Do audit reports and records indicate a reliable system which can be used as a tool in the third party audit process? Hopefully for next year			
7. Are green audit reports are timely and are in proper interval? Proposed for next year			N/A

Internal audit			
Requirements	Conformity		
	Y	N	N/A

Management review			
Requirements	Conformity		
	Y	N	N/A
1. Do periodic management reviews take place to ensure the continuing suitability and effectiveness of the Green audit?			N/A
2. Does management of the institute review result in changes as appropriate to the policy, objectives, targets etc.? <i>management has given consent to act upon green audit committee to make changes for sustainable environment conservation</i>			N/A
3. Are management reviews records regularly? <i>yearly</i>			
4. Are the reviews carried based on the following documents or information?			N/A

Management review			
Requirements	Conformity		
	Y	N	N/A
Green audit results reports <i>in the month of march - 17</i>			
Achievement of environmental management system objectives and targets <i>not evaluated</i>			
Communications and complaints from relevant committee & subcommittee? <i>not so far</i>			<i>N/A</i>
The environmental performance of the organization			
Status of corrective and preventive actions			
Follow-up actions from previous management reviews			<i>N/A</i>
Changing circumstances, including developments in legal and other requirements related to its environmental aspects, and			<i>N/A</i>
Recommendations for improvement <i>This has to come from EFEC after completing the year, that is, in the month of march 17</i>			



**ENVIRONMENT & FOREST
EDUCATION CENTER**

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