



SILVER - IMPLEMENTATION

LOCATION	DESCRIPTION	ACTIVITIES	ESTIMATED DAYS
Remote	Develop a process to identify, access and review environmental compliance obligations, including the production of a documented Compliance Register.	<ul style="list-style-type: none"> • Advise on the requirements for a Compliance Register and methods for keeping up-to-date with changes in legislation. • Draft Process 2.2.1 Compliance Obligations. • Identify all relevant compliance obligations, including legal requirements, sector and voluntary codes of practice and associated risks and opportunities. 	2



		<ul style="list-style-type: none"> • Produce draft Compliance Register. 	
Onsite	Review documented information regarding the institution’s conformance to environmental compliance obligations. This can include assistance with updating current processes to ensure future compliance.	<ul style="list-style-type: none"> • Review the following compliance documentation for environmental legislation: <ul style="list-style-type: none"> - waste transfer notes, - consignment notes, - emission and discharge consents - waste management registrations - exemption certificates - waste carrier licences - FGas servicing and asset registers - DEC certificates - Other relevant information. • Review information relating to other compliance obligations 	2-4



		<p>from sector specific requirements to relevant communications with interested parties.</p> <ul style="list-style-type: none"> • Review responsibilities and process for collating and storing compliance documentation. 	
<p>Remote/ Onsite</p>	<p>Assist in identifying and assessing the significance of all institutional activities (within EMS scope) to establish a documented Aspects Register. This includes a full evaluation of the implications of each activity taking into account risks and opportunities and consideration of life cycle stages.</p>	<ul style="list-style-type: none"> • Establish and implement process for identifying and assessing the significance of environmental aspects. • Draft Process 2.2.1 Environmental Aspects. • Identification of all environmental aspects, documenting associated risks and opportunities. 	<p>2-4</p>



		<ul style="list-style-type: none"> • Documented assessment of the life cycle stages that are or could be controlled/ influenced by the institution, including planning actions. • Completed Draft Aspects Register, including significance ranking. 	
Onsite/ Remote	Plan actions to address the institution’s environmental aspects, compliance obligations, risks and opportunities.	<ul style="list-style-type: none"> • Identify and help set environmental objectives. • Consider current processes and operational control measures and how these help meet compliance obligations and identified risks. 	1-2



		<ul style="list-style-type: none"> • Outline any opportunities and the actions required to further develop ideas. • Document information relating to planning actions. 	
Remote	Discuss process of establishing and documenting the institution’s Environmental Policy.	<ul style="list-style-type: none"> • Establish and document Environmental Policy and Draft Process 2.4.1 Environmental Policy • Plan communication of the Environmental Policy internally and externally, including consideration of interested parties and contractors/suppliers. 	1
	TOTAL DAYS		8 - 13