



SVENSK MILJÖBAS

The Swedish Environmental Base
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The Swedish Environmental Base - standard (3:2013)

Issuers – Auditors – Organizations

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Contents

Contents	3
Introduction	4
Issuers	4
Auditors.....	4
Organizations	5
Terms and definitions	6
1. Demands on issuers	8
1.1 Generally	8
1.2 Audit of issuers methods.....	8
1.3 Audit instructions.....	8
1.4 Application audit.....	9
1.5 Issuing of certificate	9
1.6 Reporting.....	9
1.7 Audit of organizations	9
1.8 Information and exchange of experiences.....	9
2. Demands on auditors	10
2.1 Generally	10
2.2 Basic education and experience.....	10
2.4 Maintenance of competence	11
2.5 Reporting.....	11
2.6 Revocation of approval	11
3. Demands on auditors.....	11
3.1 Generally	11
3.2 Environmental manager.....	11
3.3 Environmental survey	11
3.4 The environmental policy, environmental targets and action plans	12
3.5 Procedures and/or instructions	13
3.6 Legal requirements	13
3.7 Emergency preparedness.....	13
3.8 Training needs and competence requirements	13
3.9 Follow-up and continual improvement.....	13
3.10 Internal and external communication.....	14
3.11 Management review	14
3.12 Audit.....	14



Introduction

The Swedish Environmental Base is an association formed with the aim to create a united base/level of demands for different types of environmental certifications in Sweden. The main purpose was to bring these certifications together and to unite them under one shared standard and to contribute to reducing the environmental impacts from organizations using this standard. The Swedish Environmental Base standard is directed towards smaller organizations and caters their need to be able to present a well-functioning and documented environmental work to clients and to other stakeholders. The Swedish Environmental Base standard was published for the first time on the 5th of December 2005. This version of the standard is the third and it was admitted by the association on the 22nd of November 2013. The standard became valid on January the 1st 2014 and it shall be implemented in to the issuers' methods at the latest on the 31st of December 2014. The standard is being overhauled and updated every third year. The association The Swedish Environmental Base has interpretation rights regarding the demands of this standard. In the text below the conceptual three parts of the standard, which is developed for issuers, auditors and organizations, are described. A fourth part is at the moment being developed which is directed towards organizations arranging sustainable events. Therefore it will soon be possible to hold an environmental certificate for sustainable events and it will complement this standard ahead.

Issuers

The demands developed for issuers are to ensure that organizations, which issue certificates with The Swedish Environmental Base logotype, have a long term commitment to their environmental work and that they carry on working with concrete environmental improvements. Issuers that issue certificates, according to The Swedish Environmental Base standard, shall make sure that their methods is fully including all the standards demands.

Auditors

The demands developed for auditors are to ensure that auditors of The Swedish Environmental Base have the right knowledge about the standards demands, follow good auditing procedures and encourage organizations to carry on working with concrete environmental improvements.



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Organizations

An organization with the aim to hold an environmental certificate, according to The Swedish Environmental Base, shall employ an issuer that can provide an approved method.

Organizations shall at the least fulfill the standards demands set by The Swedish Environmental Base. In addition to the demands in this standard, individual issuers have the possibility to set and follow-up further demands on organizations.



Terms and definitions

Certificate: Verifies that an issuer, in the moment of the audit, fulfills The Swedish Environmental Base demands on issuers.

Indicators: Measures and describes the development and the improvements of the environmental performance over time.

Method: The issuer shall in their method provide guidance in terms of: the issuers written guiding materials and also as practical support, which can guide an organization in their work to fulfill The Swedish Environmental Base demands set on organizations.

Responsible of methods: A person working for the issuer who is responsible for their method.

Environmental certificate: A certificate which is proving that an organization, at the time of the audit, is fulfilling the demands of the standard.

Audit instructions: The issuers written guiding materials for auditors.

The audit counsel: An authority for questions for/about audits and auditors, dealing with applications from auditors before approval of the board and dealing with complaints with issuers and auditors.

Auditors: A person who is approved by The Swedish Environmental Base to audit organizations according to the demands in this standard set on organizations.

The Swedish Environmental Base: The association The Swedish Environmental Base or its standard.

Application audit: An audit at an organization which is performed by the issuer according to the demands set in this standard. The auditor ensures that the organizations environmental management system corresponds and fulfills all demands set on organizations. The audit is normally performed together with a review of the organizations documentation.

Third party audit: An audit performed by an auditor who hasn't been participating in the implementation of the environmental management system in the organization, which is being audit. An auditor who is connected to the issuer or to the organization, which the certificate regards, shall not perform a third party audit. A third party auditor must be approved by The Swedish Environmental Base.

Issuer: A member of The Swedish Environmental Base with the right to issue certificates with the associations' logotype.



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Organizations: A business, or another type of organization, that has or wishes to receive an environmental certificate according to The Swedish Environmental Base demands set on organizations.



1. Demands on issuers

Issuers of certificates **shall**¹ according to The Swedish Environmental Base fulfill the following standard for issuers.

1.1 Generally

An organization that wants to become issuer of certificates with The Swedish Environmental Base logotype **shall**²:

- Become a member of the association
- Hand in a member application to the association
- Offer a method that eases the implementation of the environmental management system and fulfills the demands according to The Swedish Environmental Base national environmental management standard.
- Provide written audit instructions for auditors.
- Select a person within the organization who is responsible for the method.

1.2 Audit of issuers methods

The issuers' method **shall**³ be audited and approved.

The audit **shall**⁴ take place every fifth year or when larger changes within the organization occur.

The audit **shall**⁵ be performed by two persons elected by the board of The Swedish Environmental Base.

The issuer **shall**⁶ in connection with the audit of the method present to The Swedish Environmental Base how the method is intended to be operated during a period of five years.

1.3 Audit instructions

Audit instructions **shall**⁷ include:

- A description of the method
- All the further demands on organizations that the issuer has set, beyond the demands that the standard already contains.



1.4 Application audit

The issuer **shall**⁸ at the time of the application audit be able to provide the association's board with requested documentation connected to the environmental management system of the organizations.

1.5 Issuing of certificate

The issuer **shall**⁹ after approved audit hand out a certificate that follows The Swedish Environmental Base logo manual.

The issuer **shall**¹⁰ revoke a certificate if an organization chooses not to follow environmental legislation or other relevant demands.

The issuer can issue a certificate together with a co-working organization where both logotypes are allowed to be displayed on the certificate.

1.6 Reporting

The issuer **shall**¹¹ report to The Swedish Environmental Base:

- Which organizations that have valid certificates.
- Requested environmental improvements from the organizations holding a certificate.
- Changes in their method.
- If the association requests changes in its own method after audit of the standard.

1.7 Audit of organizations

The issuer **shall**¹² make sure that the audit of the organization is being performed in accordance with The Swedish Environmental Base standard.

If the organization is scattered in different branches the issuer **shall**¹³ present a plan to perform audits at all branches.

1.8 Information and exchange of experiences

The issuer **shall**¹⁴ have information about their method available at their website for instance.

The issuer **shall**¹⁵ share their experiences to other members in the association.



The person within the issuers' organization who is responsible for their method **shall**¹⁶ be present at gatherings for experience exchange arranged by The Swedish Environmental Base. The participation should be at least within a year from the time of the methods approving and thereafter at least every fifth year.

If the issuer employs and/or cooperates with other issuers connected to the support of an organization, the issuer **shall**¹⁷ ensure that they have understood both their method and The Swedish Environmental Base standard.

2. Demands on auditors

2.1 Generally

An auditor who wishes to be approved by The Swedish Environmental Base **shall**¹ hand in an application to the association.

An auditor **shall**² fulfill all the demands in The Swedish Environmental Base standard set on auditors and thereafter the auditor can be approved by the association's board.

An auditor **shall**³ control and ensure that an organization has fulfilled the demands in The Swedish Environmental Base standard set on organizations in order for a certificate to be issued.

2.2 Basic education and experience

An auditor **shall**⁴ have post-secondary education within the area of environmental science.

An auditor **shall**⁵ have:

- At least three years of working experience whereof at least two years within the area of environmental science.
- Participated in at least five extern audits of environmental management systems whereof the three latest have to be performed within the past two years.
- Participated, at least one day, in an auditing technique education approved by The Swedish Environmental Base board.

2.3 Specific qualifications

All auditors, regardless of organizational affiliation, **shall**⁶ have participated in an education about The Swedish Environmental Base standard of demands arranged by The Swedish Environmental Base.



2.4 Maintenance of competence

An auditor **shall**⁷:

- At least every third year participate in an education about The Swedish Environmental Base standard of demands arranged by The Swedish Environmental Base.
- Maintain current competence regarding The Swedish Environmental Base standard of demands.

2.5 Reporting

An auditor **shall**⁸ follow the issuer's instructions for auditors and also hand in an audit report to the issuer and to the revised organization.

2.6 Revocation of approval

If an auditor proves to be inappropriate and no longer fulfills the demands written in this standard, the approval of the auditor **shall**⁹ be withdrawn.

3. Demands on auditors

3.1 Generally

Organizations that wish to receive an environmental certificate according to The Swedish Environmental Base standard of demands **shall**¹ employ an approved issuer.

3.2 Environmental manager

The organizations management **shall**² appoint an environmental manager.

The management **shall**³ together with the environmental manager define his role, responsibility and authority.

3.3 Environmental survey

The organization **shall**⁴ have a documented environmental survey with the following content:

A description of the organization containing:



- Type of organization
- Number of employees
- Which products/services that are produced
- Current environmental work and environmental competence

Identification of environmental aspects

The organization **shall**⁵ identify their environmental aspects, positive as well as negative, and assess which environmental impact they have within the following areas:

- Use of: energy, propellant, goods, services, water and chemical products
- Emissions to air, water and soil
- Waste
- The organizations products and services
- Noise, vibrations and smell.

Significant environmental aspects

The organization **shall**⁶ on a yearly basis, based on the environmental survey, determine which environmental aspects that are significant.

3.4 The environmental policy, environmental targets and action plans

The organization **shall**⁷ have a documented environmental policy that reflects the intentions of the environmental management system and guides the environmental work.

The environmental policy **shall**⁸:

- Be relevant according to the organizations business and its environmental aspects
- Contain a commitment of continual improvement and prevention of pollution
- Contain a commitment of adhering to the relevant environmental legislation
- Be guiding for the environmental targets
- Be well anchored in management, amongst employees, and others that are expected to follow the environmental policy
- Be available to the public.

The organization **shall**⁹, based on their significant environmental aspects, establish documented environmental targets and action plans detailing how targets will be achieved. The environmental targets and action plans **shall**¹⁰ be possible to follow up and verify.

The action plan **shall**¹¹ present:

- How the targets shall be achieved



- Who is responsible for the implementation of individual actions.
- When the implementation and the review of the targets shall be completed
- Resource requirements for implementing the measures.

3.5 Procedures and/or instructions

The organization **shall**¹² evaluate the need for procedures and/or instructions to decrease or minimize the environmental impact of the significant environmental aspects.

3.6 Legal requirements

The organization **shall**¹³:

- Comply with applicable legal requirements and other requirements from authorities within the environmental area
- Document a list of which environmental laws and legal rules within the environmental area that are relevant to the organization and how they are being followed.

Any injunctions from authorities' **shall**¹⁴ be resolved within a specified time.

3.7 Emergency preparedness

The organization **shall**¹⁵ make an assessment of environmental risks and adequately prevent or plan how the organization will respond if accidents or incidents occur.

3.8 Training needs and competence requirements

The organizations employees' **shall**¹⁶ have the appropriate competence to perform their work duties in an environmentally correct manner.

The organization **shall**¹⁷ identify the training needs within its own organization and based on the identified needs determine and document a training plan.

A basic requirement is that the organizations employees, and affiliated personnel, **shall**¹⁸ undergo basic environmental training.

3.9 Follow-up and continual improvement

The organization **shall**¹⁹ once a year follow-up on environmental work, compile and document changes in environmental activities since the previous audit.



The organization **shall**²⁰ during the audit present the environmental improvements that have been made through environmental work.

Organizations with offices/branches at different physical locations and/or with varied activities **shall**²¹ have procedures to monitor environmental work in the various business branches.

3.10 Internal and external communication

The employees of the organization **shall**²² be informed of the organizations environmental work.

The organization **shall**²³ establish an environmental report that describes the environmental work and the environmental improvements made over time. The report shall be available to interested parties.

In the environmental report the organization **shall**²⁴ present measured environmental indicators.

3.11 Management review

The organizations management review **shall**²⁵ on a yearly basis evaluate the environmental work.

3.12 Audit

The audit **shall**²⁶ be performed by auditors approved by the Swedish Environmental Base.

The organization **shall**²⁷ be audited every year during the first four years and thereafter at least every other year.

The organization **shall**²⁸ have a third party audit at the latest during the second audit and thereafter at least every third year.