

AMFORI BEPI SYSTEM MANUAL

PART III: amfori BEPI Guidelines for Business Partners

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AMFORI BEPI GUIDELINES FOR BUSINESS PARTNERS

This part of the amfori BEPI System Manual provides business partners with explanation of all relevant documents and guides that amfori BEPI makes available for them and specific guidelines on what is expected in every Environmental Performance Area.

By acknowledging the amfori BEPI Code of Conduct, business partners commit to environmental due diligence in their supply chains and business activities. If a business partner has made a commitment to the amfori BEPI Code of Conduct, it is most likely because at least one of its clients is an amfori BEPI member.

Under such business relationship the linked amfori BEPI members may request business partners to:

- Embed the amfori BEPI Code of Conduct in its business operations
- Sign the amfori BEPI Code of Conduct

Furthermore, the amfori BEPI members will invite their business partner into the amfori Sustainability Platform where each business partner is expected to create their company profile.

This allows amfori members to:

- Monitor the environmental sustainability of business partners in a structured way on one platform
- Track progress and report on it using ready to use data (amfori Insights)
- Monitor and support continuous improvement of their business partners
- Reduce audit fatigue (in case of business partners linked to many members)
- Reduce time and cost related to supply chain monitoring (in case of business partners linked to many members)
- Recommend relevant trainings free of charge to their business partners (amfori Academy).

Data collection and management

The goal of the amfori BEPI system is to support continuous improvement across supply chains. Business partners are encouraged to create an Environmental Management System (EMS) for their businesses to analyze, control, and reduce the negative environmental impacts of their activities. As part of that system, business partners will need an organized way to gather and keep data and records.

Business partners should appoint a key contact person for BEPI initiative. Amfori BEPI admin:

- Provides relevant information to amfori BEPI members via amfori Sustainability Platform
- Maintains company data in the amfori Sustainability Platform
- Takes the lead on preparing for the amfori BEPI Environmental Monitoring

If a business partner does not have any data gathering system in place, the amfori BEPI system offers tools and templates to help business partners organise their data in a systematic way.

Business partners are expected to share their sustainability data through the following documents/questionnaires/platform tabs on the amfori Sustainability Platform:

- Company Profile
- Site Details
- Supply Chain Mapping on the amfori Sustainability Platform
- Risk Assessment for BEPI
- Environmental Due Diligence Questionnaire

AMFORI BEPI JOURNEY FOR BUSINESS PARTNERS

Parallel to the journey made by amfori BEPI members, their linked business partners may embark on their individual amfori BEPI journey towards increased sustainability in their operations.

amfori members are expected to drive their business partners through a 3-step-business-partner-journey:

As part of their supply chain mapping, amfori members invite their business partners to the amfori Sustainability Platform. Once business partners accept the invitation to join members on the platform, they must create their company profile, create at least one site and complete the site details for each site.

The site profile includes:

- General site information (site name and address)
- GICS classification (mandatory for all sites)
- Water stress situation
- amfori process classification
- NACE classification
- GS1 classification

Correct classification of each business partner site is crucial for the next steps of the amfori BEPI process as the amfori Sustainability Platform links each process to relevant amfori BEPI Environmental Performance Areas.

When completing their Site Details business partners should refer to Site Details Guidance for Business Partners.

Based on the processes selected by the business partner, the amfori Sustainability Platform automatically includes the relevant performance areas in the site's Risk Assessment for amfori BEPI, so that the business partner receives a questionnaire that is relevant and based on their on-site activities. This customised approach provides members and business partners with a tailor-made, configurable risk assessment tool, and prevents unnecessary questions about performance areas unrelated to the business characteristics.

Based on the self-declared data from the Risk Assessment for BEPI, a Risk Profile is automatically generated for each site, providing the basis for the next step in the amfori BEPI process.

Risk Profile provides the linked member with an overview of business partners level of maturity in managing environmental topics on site. Based on the profile, amfori member may assign the business partner with one or more of the following improvement activities:

- a. Environmental Monitoring
- b. Capacity Building
- c. Chemical Management in Fashion

Business Partners on the amfori Sustainability Platform

Business partner in amfori system is any external party from whom products or services are obtained or with whom contracts are concluded for the provision of such products and services by amfori members.

Business partners on the amfori Sustainability Platform include:

- manufacturers,
- producers

Business partners can only join the amfori Sustainability Platform when invited by amfori member that they are linked to (i.e. that they do business with). amfori members are encouraged to invite as many business partners as needed to join amfori BEPI, in order to maximise transparency in their supply chains. Business partners who accept member's invitation need to complete their company profile and self-classification on

the amfori Sustainability Platform. Only then will their profile be verified, i.e. then can be searched by other amfori members on Sustainability Directory.

Business partners are responsible for maintaining their own data on the amfori Sustainability Platform. Neither linked members, nor the RSP holder are authorised to change company information on behalf of the business partner

Business partners can:

1. Manage their company details: change the company name or the address
2. Site management: add a new site or change the site details (classification and general information), including the address of a site (i.e. the physical location where the audit/monitoring takes place)
3. Manage company users: change the main contact person, add or remove employees
4. Manage notification to employees
5. Fill in Risk Assessment for BEPI and view the results once submitted
6. View monitoring results and download the summary PDF report
7. Insert continuous improvement actions and define sustainability goals in the Continuous Improvement feature on the amfori Sustainability Platform
8. View RSP holders for each initiative
9. Click on the amfori Academy icon to be redirected to amfori Academy

Detailed instructions on how to use the amfori Sustainability Platform can be found in Guide to the amfori Sustainability Platform for business partners.

Access to the amfori Sustainability Platform is **at no charge** to business partners.

COMPANY PROFILE

When invited to the amfori Sustainability Platform for the first time, business partners are expected to create a profile for their company. The profile includes the following data about business partner and their activity:

- **Business data:**

- location,
- sector,
- products.

The business partner must report if it has production or just trading activities.

- **Business contact details:**

- contact information
- main language(s) spoken.

The business partner provides contact details, so its client and the monitoring person can contact. When creating a profile on the amfori Sustainability Platform, each business partner is automatically assigned with an **amfori ID**. An amfori ID is a unique number generated for every company and individual site on the amfori Sustainability Platform. This is an internal number to amfori systems and not a government official identifier. An amfori-ID is linked to one email address: an amfori-ID is registered with one specific email address, the email address of the main contact person of the business partner. It is not possible to use one email address for the several amfori-IDs as it will cause problems with the account.

If the company or site information of the business partner, such as the company name, address, or classification, changes then the business partner needs to update the company information themselves under **Admin > Company and/or Admin > My Sites**.

- if the business partner moved location (physical change of location with a new address), the main administrator of the business partner account must add a new site under Admin> My sites and should also change the company information under Admin>My company.

- If the change of address is not related to the physical change of location, then the business partner can directly edit the information in the **Company > Site Profile directly**.

If the company/site information of the business partner changed after a monitoring activity was requested, it can have an impact on the monitoring process. In that case the RSP holder must confirm the changes. If the RSP doesn't confirm the changes within 5 days from the receipt of the notification, then the monitoring partner needs to confirm the changes.

For every company profile created on the amfori Sustainability Platform, a site (named by default Site 1) is automatically created. Ideally, business partner should create profiles for all their sites, reflecting their business structure for maximum transparency.

SITE DETAILS

For each site created by a business partner on the amfori Sustainability Platform, Site Details information needs to be completed. This includes the following sections:

- Site address and contact details
- Water Stress Situation
- GICS Classification (main activity)
- GS1 Classification
- Amfori Process Classification
- NACE Classification

Water Stress Situation

As part of their Sustainability Profile, business partners are expected to provide information on their “Water Stress Situation”. This requirement relates to amfori BEPI sites and is therefore optional for amfori BSCI sites only. Water stress measures the competition among different users for available water resources (e.g., domestic use, industrial use, irrigation, livestock, ecological use, etc.). Water stress can refer to the availability, quality, or accessibility of water. Higher values indicate more competition among users. The World Resources Institute ‘Aqueduct Water Risk Atlas’ provides a credible and publicly available tool for assessing areas with water stress, including an [interactive map](#).

IMPORTANT: Completing the “Water Stress Situation” is a mandatory step for business partners who want to continue their BEPI journey. If “Water Stress Situation” has not been filled in, Business partner site will not be able to start the Risk Assessment for amfori BEPI (when it is requested by members) and will see an error message in their ‘**My Risk Assessment**’ > ‘**Ongoing**’ screen.

GICS Classification (main activity)

The [Global Industry Classification Standard \(GICS\)](#) is a common global industry classification standard. It is a four-tiered, hierarchical system to classify companies. Each company is assigned a single GICS classification at the Sub-Industry level according to its principal business activity. Since GICS classification is a globally recognised industry taxonomy, it ensures unification and comparability of data. Using this classification on the amfori Sustainability Platform will allow improved and more consistent reporting, data analysis and data exchange. The GICS classification includes the following tiers: Sector, Industry Group, Industry and Sub-Industry.

IMPORTANT: Business partners are required to classify their sites on amfori Sustainability Platform according to their main business activity.

More information on how the [GICS](#) works and how to classify a company can be found at <https://www.msci.com/our-solutions/indexes/gics>, including official translation to French, German, Italian, Japanese, Korean, Portuguese, Simplified Chinese, Traditional Chinese and Spanish.

GS1 Classification

[GS1 Global Product Classification \(GPC\)](#) classifies products by grouping them into categories based on their essential properties as well as their relationships to other products. It is a product classification (different from the GICS which is a business activity classification). GS1 GPC offers a universal set of standards for wide variety of products ranging from a car to a carton of milk. Please find more information on [GS1 classification here](#)

amfori Process Classification

The amfori process classification is based on the process characteristics of a site. It plays a particularly important role in the amfori BEPI system as it provides data for automatic configuration of the Risk Assessment (RA) questionnaire for business partner, based on their individual process setting. This is a very important step, and one of the key starting points of the amfori BEPI Journey.

amfori process classification is linked to the GICS classification, i.e. a list of production processes displayed in the “amfori process classification” field is generated based on the site’s GICS classification. Business partner is requested to select relevant production processes run at their site from a drop-down list. Relevant processes are processes used in the past 12 months for production at the site. Processes used only for testing/trial purposes or for less than 5% of production volume can be excluded from the list.

IMPORTANT: If no selection of "amfori process classification" is made, the business partner site will not be able to start the Risk Assessment for amfori BEPI.

In such case business partner will see the following error message (Figure 6) in their 'My Risk Assessment' > 'Ongoing' screen:



Figure 6 - Error message.

If while filling in the site profile a business partner does not find a suitable process choice for their production site on the list provided by amfori (amfori Process Classification), they should contact amfori at info@amfori.org. Relevant processes will be added to the list in a subsequent platform update.

NACE Classification

NACE (Nomenclature of Economic Activities) is the European statistical classification of economic activities. The NACE classification groups organisations according to their business activities. Depending on the GICS classification selected in the earlier stages of Site Details, the system displays a shortlist of NACE codes to be selected. While business activities that are most common among amfori members and their business partners are included in this classification, there are some activities for which NACE codes are not available yet on the amfori Sustainability Platform. Any missing groups will be updated based on observed demand.

NACE codes are used in amfori BEPI for benchmarking purpose. GICS classification is linked to different NACE codes (where applicable). NACE classification of a particular site is the basis for comparison against external and internal peers. If the site does not provide their NACE code, it will not be able to use the benchmarking feature. Note that benchmarking features are being gradually deployed to amfori BEP.

Detailed guidance on how to correctly fill in the Site Details can be found in [Site Detail Guidance for Business Partners](#). The document is also available in [Chinese](#), [Spanish](#) and [German](#).

SUPPLY CHAIN MAPPING

When accepting invitation to join a member on the amfori Sustainability Platform, business partners consent to certain data being shared with amfori members. 3 scenarios and consequently information access levels apply here, depending on whether entities are linked on the amfori Sustainability Platform and on what amfori initiative they work on together:

1. A **linked member** that works with a business partner on **BEPI initiative** can view the following data/documents relating to **BEPI initiative**:
 - Company Profile
 - Site Details
 - Information on the status and progress of any improvement activities on site
 - Results of the Risk Assessment for BEPI
 - Results of the amfori BEPI Environmental Monitoring
2. A **linked member** working with a business partner on **BSCI** initiative (but not on BEPI) can view the following data relating to **BEPI initiative**:
 - Company Profile
 - Site Details
 - Information on the status and progress of any improvement activities on site
 - Results of the Risk Assessment for BEPI
 - Results of the amfori BEPI Environmental Monitoring
3. An **unlinked** member can look up a particular business partner in the Sustainability Directory on the amfori Sustainability Platform and view the following data:
 - Business partner details (amfori-ID, address, contact Information, GICS information)
 - Business partner sites
 - Last monitoring results (Overall rating, Monitoring ID, Expiration date)

IMPORTANT: Note that there is no way to select business partners from a catalogue or list on the amfori Sustainability Platform based on their sustainability performance.

At the same time, by joining the amfori Sustainability Platform business partner can view **contact data** of their upstream and downstream business partners/linked members.

amfori BEPI RISK ASSESSMENT

Risk Assessment for amfori BEPI is a set of self-declared and site-based questionnaires automatically generated by the amfori Sustainability Platform based on the production processes that take place on site. It includes Environmental Performance Areas (EPAs) that may be potentially affected by the site's operations. Risk Assessment is at the core of the amfori BEPI system as it provides both business partner and all linked member with an overview of potential environmental hotspots on site and therefore to a large extent determines the next steps in the BEPI journey.

Risk Assessment can only be requested by linked member. Business partners cannot initiate the process themselves on the amfori Sustainability Platform. Requesting member as well as other linked members can add additional EPAs to the scope of Risk Assessment for BEPI automatically generated by the amfori Sustainability Platform, depending on their sustainability strategy and/or materiality assessment.

Business partner will only be informed about the Risk Assessment for BEPI requested for their site when the final scope of the Risk Assessment is defined, i.e. after the 7-day-time-period when linked members may select additional EPAs to be self-assessed.

IMPORTANT: Risk Assessment for BEPI is a self-declared questionnaire. Business partners should make sure to provide reliable data as relevant evidence for declared consumption and production values may be requested by the member at any time. Moreover, data provided by business partners during Risk Assessment for BEPI will be thoroughly verified by the Monitoring Person during Environmental Monitoring, if Environmental Monitoring is requested by RSP holder.

The structure of the Risk Assessment for BEPI, its validity period as well as the concept and interpretation of the Risk Profile have been discussed in detail in part II of this System Manual.

IMPORTANT: While it is only mandatory for a business partner to provide information on water/energy consumption and production values for **1 year**, it is a good practice highly recommended by amfori that the generic section includes data for **3 years**, if this data is available. This not only increases transparency in the supply chain but also supports tracking improvement.

If a business partner completes a Risk Assessment questionnaire, linked members get notified and can view results.

amfori BEPI Risk Assessment – Interpretation guidelines

Business partners are encouraged to consult this chapter for clarification about the way environmental sustainability and performance is interpreted in the context of Risk Assessment for BEPI.

Questions in the Risk Assessment questionnaire are grouped by Environmental Performance Area. Each business partner is expected to answer questions relating to the set of EPAs automatically selected by the amfori Sustainability Platform based on the processes that take place on site and requested by linked members based on their sustainability strategy.

The following types of questions can be found in the questionnaire:

- Single choice questions
- Multiple choice questions
- Question where business partners are supposed to provide a value (e.g. related to the consumption or production levels)

While filling in the Risk Assessment for BEPI business partners should always provide sincere and evidence-based answers and bear in mind that evidence can be further required from amfori's members and/or third-party auditors. I.e. whenever a business partner is requested to provide a value, either relating to the consumption or production of energy/resources on their site, the declared value should be evidenced by relevant documentation. Business partners are recommended to maintain this documentation as it will be verified during Environmental Monitoring.

While it is only mandatory for a business partner to provide information on water/energy consumption and production values for **1 year**, it is a good practice highly recommended by amfori that the generic section includes data for **3 years**, if this data is available. This not only increases transparency in the supply chain but also supports tracking improvement.

IMPORTANT CONSIDERATIONS:

- Business Partners should use points (.) as decimal separators throughout the questionnaire.
- Business partners can save the questionnaire at any time and come back to it later.
- Business partners can view the Risk Assessment Questionnaire translated to simplified Chinese.
- Business partners should make sure to **only use English when filling in the Risk Assessment** questionnaire, otherwise it may be difficult for their linked members to understand the data input to the questionnaire.
- Business partner should fill in all mandatory fields before submitting each questionnaire.
- Once the questionnaire is submitted, it cannot be edited anymore.

Generic section

This questionnaire is common for all business partners.

G.01 Environmental Contact Person

In this section, business partners should provide contact details, such as name, job title and e-mail, of the person responsible for environmental management on site. This person should be the main responsible for the amfori BEPI journey.

G.1 Total annual water consumption

In this section, business partners should provide the site's most recent annual water consumptions in cubic meters (m³) for the past 3 years. Business partners should note that evidence can be requested (water bills, water tracking inventories, etc.).

Annual consumption is the consumption over the course of a year (last 12 months or legal year).

Freshwater is water that contains only minimal quantities of dissolved salts. For example, in the reporting standard *GRI 303: Water and Effluents 2018*, freshwater is defined as water with Total Dissolved Solids (TDS) of ≤1000 mg/L. In practice, freshwater comes from the precipitation of atmospheric water vapor that directly reaches lakes, rivers, groundwater bodies, or after the melting of snow or ice. On the other hand, sea water, brackish water and any water source that had contact with salts and therefore present TDS of more than 1000 mg/L are not considered freshwater.

G.2 Yearly Electricity Consumption in kWh (purchased electricity).

Energy generation, use and other activities produce greenhouse gas (GHG) emissions that contribute to global warming. In amfori BEPI, the GHG emissions are calculated as CO₂ equivalent emissions following the guidelines from [GHG Protocol](#). It corresponds to the energy-related scope 1 and 2 emissions from the business partner (and it is part of the scope 3 emissions of amfori's members, under "purchased goods" category).

The CO₂ equivalent emissions shown in the Generic section are automatically calculated using the yearly energy data filled in the Risk Assessment for BEPI (already converted to kWh) multiplied by the corresponding emissions factor (a conversion factor used to turn kWh data into CO₂ eq).

In this section business partners should provide their site's most recent annual electricity consumption in kWh for the past 3 years.

Annual consumption is the consumption over the course of a year (last 12 months or legal year). Business partners should note that evidence can be requested (electricity bills, etc.).

The business partner should select the country where the site is located, and the total CO₂ equivalent for electricity will be automatically calculated utilizing the provided energy data and CO₂-eq emission factors.

The conversion of electricity data into CO₂ equivalent emissions **depends on the country electricity grid**, and therefore there is a need to look for the emission factor corresponding to the country where the site is located.

Formula for electricity:

$$CO_2 \text{ eq (kg of } CO_2 \text{ eq)} = \text{Electricity consumption (kWh)} \times \text{Emission factor per country} \left(\frac{\text{kg } CO_2 \text{ eq}}{\text{kWh}} \right)$$

G.3 Other energy sources purchased by site

In this section business partners should select from the list other energy sources purchased by the site and provide the most recent annual quantities from the past 3 years. Multiple choices are possible. The amfori Sustainability Platform will automatically convert provided kWh to CO2 equivalent based on the conversion factors below:

CONVERSION FACTORS

1 m3 = 1000 liters	1 m3 of gasoline / petrol = 9350 kWh
1 t = 1000 kg	1 m3 of gasoil / diesel = 10170 kWh
1 m3 of biodiesel= 9110 kWh	1 m3 of kerosene = 9820 kWh
1 m3 of bioethanol = 5890 kWh	1 m3 of light, medium, heavy fuel oils = 10790 kWh
1 m3 of biogas = 6 kWh	1 m3 of LPG = 6650 kWh
1 t of biomass = 3500 kWh	1 t of manufactured ovoid = 8889 kWh
1 t of butane = 12700 kWh	1 m3 of natural gas (compressed) - CNG = 13 kWh
1 t of coal = 7734 kWh	1 m3 of natural gas (liquefied) - LNG = 10 kWh
1 t of peat = 5152 kWh	1 t of propane = 12900 kWh
1 t of wood chips (wet - 35% moisture) = 32291 kWh	1 t of wood pellets/briquettes/logs = 4800 kWh

Formula for each energy carrier:

$$CO_2 \text{ eq (kg of } CO_2 \text{ eq)} = \text{Energy carrier consumption (kWh)} \bullet \text{Emission factor} \left(\frac{\text{kg } CO_2 \text{ eq}}{\text{kWh}} \right)$$

G.4 Energy produced on site

In this section, business partners should provide details on the renewable energy produced by the site (by source type) and how much of this energy is consumed on site. Business partners should note that evidence can be requested. The business partner should select from the options below:

- Wind
- Biomass
- Solar
- Other
- None

G.5. Extra energy sold by site

In this section business partner should declare whether their site is selling extra energy, select source types and yearly quantities of energy being sold in kWh.

G.6. Total Annual Energy Consumption

This value is automatically calculated by the amfori Sustainability Platform.

G.7. Product unit

In this section business partners should select the unit that best represents how their site tracks the annual

volume of production and declare the annual volume of production in the selected unit. The unit selected by the business partner will be used to normalize consumptions and for benchmarking purposes.

G.8. Weight of waste generated by the site

In this section the business partners should provide the total weight of waste generated annually on site in kilograms (kg).

Annual generation is the generation over the course of a year (last 12 months or legal year).

G.9. Total CO₂-equivalent emission

In this section automatic calculation of total CO₂ equivalent emission is provided by the amfori Sustainability Platform.

The total CO₂-eq is calculated by summing the emissions related to all the energy carriers declared by the site (including electricity).

Formula for total CO₂-equivalent

$$\text{total CO}_2 \text{ eq (kg of CO}_2 \text{ eq)} = \sum_{i=0}^n (\text{CO}_2 \text{ eq energy carrier [kg of CO}_2 \text{ eq]})_n + \text{CO}_2 \text{ eq electricity (kg of CO}_2 \text{ eq)}$$

The emission factors in the web calculator used on the amfori Sustainability Platform were provided by the Swiss foundation **myclimate**. myclimate's primary data source is the ecoinvent database. **Note that the emission factors for renewable energy carriers such as solar, wind, geothermal and steam (from renewable sources) are rounded up to 0 (zero) kg CO₂-eq / kWh.**

G.10 Key metrics calculation

Key metrics including

- Water intensity
- Energy intensity
- Waste intensity
- CO₂ intensity

are calculated automatically by the amfori Sustainability Platform based on data input by the business partners in previous questions.

EPA1: Environmental management system

1.1. EMS and certifications

In this section the business partner should declare whether there is an Environmental Management system

established for the site, whether there has been an Environmental Impact Assessment (EIA) carried out for the site, whether there is a person (team) within organization responsible for EMS and whether there is a clear EMS strategy.

If site's EMS has been certified with ISO 14001 or EMAS, they should provide the date of the certification and attach a scan of most recent certificate.

1.2. Environmental performance assessment

In this section the business partner should declare whether their site has been audited for Environmental Performance in the past 12 months by a qualified auditor. They should also indicate which Environmental Performance Areas were audited.

Qualified auditor -a professional who understands the standards and principles of environmental auditing with sufficient experience and/or formal training.

1.3. Environmental management policy

In this section the business partner needs to declare whether their site has an environmental management policy and, if so, provide details on which areas are covered by the policy and/or the related sub-policies, processes, and procedures.

1.4. External environmental initiative/code/program

In this section a business partner should declare whether there are any external programs/codes/initiatives to which their site is formally committed to improving environmental performance, such as official/governmental/third-party/customers programmes.

If so, the business partner should declare which commitment/codes/programs/initiatives they are using and which areas are covered.

1.5. External goals and performance improvement targets

In this section a business partner needs to state whether or not they have set environmental goals and/or targets to improve performance and, if so, indicate areas that are covered by these goals and targets.

1.6. Periodic review of environmental management approach

In this section a business partner needs to declared whether there is a documented process in place on site to periodically review environmental management approach.

1.7. Operating permit

In this section a business partner needs to state whether their site has a valid operating permit which covers all buildings, operations and employees. They should also indicate if major incident prevention is included in this permit/license and- if so- if the site is fully compliant with license/permit. In case the site is not fully compliant with the license/permit, the business partners should state whether there is a Corrective Action Plan in place to achieve full compliance.

A copy of the permit/license and/or Corrective Action Plan need to be attached as part of the documentation.

1.8. Environmental emergency response

In this section a business partner needs state whether their site has an environmental emergency response plan and/or procedure in place. They should also declare if workers have received relevant training on major incident emergencies and -if such training is provided on site- how often it takes place.

1.9. Environment-related incidents

In this section a business partner needs to declare whether their site has been involved in any kind of

environment-related incident in the past 5 years and- if so- indicate which Environmental Performance Areas were impacted. The business partner should state if the event has resulted in a fine/prosecution from legal authorities and explain what the current status of the case is.

1.10. Emergency Drills

In this section a business partner should select and option that best describes the situation on site in regards to emergency drills and exercised.

Emergency drills/exercises are simulations of emergencies performed in order to verify the efficiency of the existing trainings and assure that the emergency response plan is clear and effective, minimizing potential impacts (on human health, on the environment, etc.). Planning and execution of these exercises have to be based on the experience of real scenarios, it has to involve the workers, and the performance has to be evaluated. The drills have to be performed frequently to ensure that no one forgets the processes

1.11. Legal cases/warnings

In this section a business partner needs to declare whether their site was involved in any legal case or warning related to the environment in the past 5 years and- if so- which environmental areas were concerned. The business partner should state if the legal case/warning has resulted in a fine/prosecution from legal authorities and explain what the current status of the case is.

Legal cases/warnings are those related to legal authorities.

1.12. Grievances

In this section a business partner needs to declare whether their site was involved in any grievance related to the environment in the last 5 years and- if so- indicate which environmental areas it concerned. The business partner should state if the grievance resulted in a fine/prosecution from legal authorities and explain what the current status of the case is.

Grievances are complaints or notifications of issues received from external stakeholders.

1.13. Worker training

In this section a business partner needs to declare if all workers working on site (including temporary workers) were trained on relevant environmental matters. The business partner should select from the list the environmental topics covered in the training.

1.14. Stakeholder engagement

In this section a business partner should declare whether there are any procedures in place to engage with external stakeholders (local community, neighbours, customers etc.) with respect to the environmental performance at the site.

1.15. Reporting to external stakeholders

In this section a business partner needs to indicate whether there are procedures in place to report the environmental performance of the site to external stakeholders (local community, neighbours, customers etc.).

EPA 2: Energy and Climate

2.1. Energy uses on site

In this section a business partner needs to indicate what the main energy uses for their site is/are. Business

partner can select from the options listed below:

- Production machinery and equipment
- Production heating
- Production cooling
- Air-conditioning
- Compressors
- Lighting
- Office
- Other (specify)

2.2. Certification on Energy Management System

In this section a business partner should declare whether their site has any certifications on Energy Management Systems.

2.3. Energy consumption reduction

In this section a business partner should state whether there has been a reduction in energy consumption recorded on site in the past 5 years. The reduction might result from reduction initiatives or energy requirement optimization.

2.4. Energy management audit

In this section a business partner should state whether their site has undergone an energy management audit by a qualified auditor in the past 12 months and- if so- provide the date for the most recent monitoring.

Qualified auditor -professionals who understand the standards and principles of energy auditing with sufficient experience and/or formal training.

2.5. Green House Gases emissions

In this section a business partner should declare whether their site monitors emissions of Greenhouse Gases (GHGs) associated with site processes and activities (Scope 1 and 2) and -if so- state which gases are being monitored. Consequently, the business partner should provide values for Scope 1 and 2 GHG emissions (in metric tons of CO2 equivalent) from the past 3 years.

There are three Greenhouse Gas (GHG) emissions “scopes” according to the GHG Protocol:

- **Scope 1:** All direct GHG emissions.
- **Scope 2:** Indirect GHG emissions from consumption of purchased electricity, heat or steam
- **Scope 3:** Other indirect emissions, such as the extraction and production of purchased materials and fuels, transport-related activities, electricity-related activities (e.g. transmission and distribution losses) not covered in Scope 2, outsourced activities, waste disposal, etc.

More information can be found at <https://ghgprotocol.org>

2.6. Emission reduction targets

In this section a business partner should select the option that best describes the situation on site in regards to targets set to reduce the overall GHG emissions.

More information on The Science Based Targets initiative (SBTi) can be found at: <https://www.wri.org/initiatives/science-based-targets>

EPA 3: Emission to Air

3.1. Monitoring emissions to air

In this section a business partner should indicate whether their sites monitors/measures emissions to air?

Note: this section excludes gases mainly classified as Greenhouse Gases (GHG).

Examples of what it includes:

- particles,
- vapours,
- Volatile Organic Compounds (VOCs),
- Ozone Depleting Substances (ODS) and
- other air pollutants that are not mainly associated with global warming.

Example of GHGs that are excluded:

- CO₂,
- CH₄

3.2 Impact of emissions on soil and/or groundwater

Emissions to air can have significant impacts on soil and/or groundwater. In this section a business partner should select the option that best describes the situation on site in regard to the impact of emissions to air on soil and/or groundwater.

3.3. Composition of emissions to air

In this section a business partner should declare whether their site analyses the chemical composition of its emissions to air.

3.4. Significant emissions to air on site

In this section a business partner should indicate which significant air emissions are being released at their site and provide the annual quantity for each relevant pollutant (in kilograms).

GRI definition of significant air emission: air emission regulated under international conventions and/or national laws or regulations.

Note: Significant air emissions include those listed on environmental permits for an organization's operations.

3.5. Ozone Depleting Substance (ODS)

In this section a business partner should state whether they use Ozone Depleting Substances on site and - if so- indicate which ODS are used and provide, if available, the quantity of ODS emitted to air as kg of CFC-11 equivalent. Additionally, the business partners should indicate whether the phase-out of ODS is a legal requirement for their site and -if yes- state whether there is a routine or periodic maintenance/inspection programme in place to test leaks of ODS. Business partner should state whether the site provides training to relevant personnel in relation to ODS use.

GRI definition of Ozone-depleting substance (ODS): substance with an ozone depletion potential (ODP) greater than 0 that can deplete the stratospheric ozone layer.

Note: most ODS are controlled under the United Nations Environment Programme (UNEP), Montreal Protocol on Substances that Deplete the Ozone Layer', 1987, and its amendments, and include chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), halons, and methyl bromide

EPA 4: Water and Effluents

4.1 Breakdown of yearly water consumption on site

In this section a business partner should provide a breakdown of the current yearly water consumption on

site by the following sources (in m³):

- Surface water
- Groundwater
- Seawater
- Produced water
- Third-party water (including municipal suppliers)

4.2 Water re-use

In this section business partner needs to state whether their site reuses water and- if so- provide the total volume of yearly reused water.

Water reuse (also commonly known as water recycling or water reclamation) at site level consists in reclaiming wastewater (from a variety of possible sources at your site) then treating and reusing it for different purposes. The treatment of the water to be reused depends on the requirements of further utilization (e.g., the water quality requirements are different if it will be reused for gardening, flushing toilets or as process water).

4.3 Permit for water withdrawal

In this section the business partner needs to state whether their site requires a license or permit for water withdrawal.

4.4 Water uses on site

In this section the business partner needs select the main water uses on site from the provided list.

- Production processes
- Cooling
- Heating
- Domestic/restroom
- Kitchen
- Gardening
- Other (specify)

Note: Production-related cooling and heating are to be selected with "production processes".

4.5. Water audits

In this section a business partner needs to indicate whether their site has conducted water audits (or other documented investigation) to identify water use and waste/leakage in the past 2 years.

4.6. Total annual effluent generation

In this section a business partner needs to provide the total annual effluent generation (over the course of 12 months or a legal year) and indicate how much out of this total is discharged in Freshwater.

Freshwater (≤1,000 mg/L Total Dissolved Solids)

Business partner also needs to state whether a discharge permit is required for the site and-if so- whether the site has a required permit or license.

4.7. Effluent streams generated on site

In this section a business partner needs to select effluent streams generated on site from the list and provide total volume (in m³) for each selected effluent.

- Production effluent
- Domestic effluent
- Kitchen effluent

- Cooling water
- Storm water
- Other (specify)
- None

GRI definition of Effluent: treated or untreated wastewater that is discharged

Note: This definition is based on the Alliance for Water Stewardship (AWS), AWS International Water Stewardship Standard, Version 1.0, 2014.

4.8 Effluent treatment

In this section a business partner needs to state whether effluents undergo partial or total treatment on site before getting discharged.

4.9 Effluent discharge

In this section a business partner needs to indicate where the site effluents are discharged to. The business partner needs to select from the list:

- Surface water;
- Groundwater;
- Seawater;
- Third-party water;
- Municipal WWTP/ Municipal Sewer;
- No effluents discharged.

4.10. Type of receiving bodies

In this section a business partner needs to classify the receiving bodies (water bodies receiving wastewater discharge) as freshwater or other water.

4.11 Impact of effluents on soil and/or groundwater

Effluents can have significant impacts on soil and/or groundwater. In this section business partner needs to select the option best describing the situation on site in regard to the impact of effluents on soil and/or groundwater.

4.12 Quality standards for effluent discharge

In this section a business partner needs to explain whether their site has set any minimum standards for the quality of effluent discharge and select the option from the list that best describes the situation on site in this regard.

4.13 Wastewater discharge sampling/testing

In this section a business partner needs to state whether the site sample or test wastewater discharge and- if so- provide information on the frequency of testing.

4.14. Wastewater sludge

In this section a business partner needs to state whether the site generates sludge.

Sludge is a solid or semi-solid material separated during the wastewater treatment process, including septic and Zero Liquid Discharge (ZLD) systems (ZDHC Wastewater Guidelines version 1.1., 2019)

If the site generates sludge, the business partner should provide information on”

- the volume of sludge generated in the past 12 months (in m³)
- whether sludge on site was classified as hazardous

- how the site disposes of hazardous sludge (in case this process is contracted to a third party- does the business partner know the final destination of sludge)
- if the sludge is treated prior to disposal and how
- if the site analyzes the chemical composition of the sludge and with which frequency
- if the sludge is systematically stored in a protected container to minimize risk to water, air, soil, biodiversity and/or to avoid causing nuisances through noise or odours?

4.15. Water storage

In this section a business partner needs to indicate how much water does the site typically store (in m³)

EPA 5: Waste

5.1. Measures to prevent waste generation

In this section a business partner needs to state whether their site has implemented any measures to prevent or reduce waste generation.

5.2. Impact of waste on soil and/or groundwater

Waste can have significant impacts on soil and/or groundwater. In this section a business partner needs to select from the list of options that best describes the situation on site in this regard.

5.3. Breakdown of total weight of waste generated on site (hazardous and non-hazardous)

In this section a business partner needs to provide the amount of waste generated on site broken down by hazardous and non-hazardous waste (in t).

GRI definition of hazardous waste: waste that possesses any of the characteristics contained in Annex III of the Basel Convention, or that is considered to be hazardous by national legislation.

Note: This definition comes from the United Nations Environment Programme (UNEP), Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, 1989.

Note: If the business partner does not generate a particular category of waste listed above, they should put the value **0** for this waste category.

5.4. Breakdown of the total weight of waste generated by composition/materials of the waste

In this section a business partner needs to provide information on the amounts of waste generated on site broken down by the type of composition/material:

- Biomass
- Metals
- Non-metallic minerals
- Plastics
- Textiles
- Paper and cardboard
- Others

Note: If the business partner does not generate a particular category of waste listed above, they should put the value **0** for this waste category.

5.5. Classification used to define hazardous waste

In this section a business partner needs to indicate which definition/classification waste is used to define hazardous waste generated on site, i.e. they should specify whether the country/state regulations apply or whether the site uses any other regulations (if so, the site should indicate which regulations is followed).

5.6. Form of hazardous waste

In this section a business partner needs to specify the form of hazardous waste generated on site. Business partner should select all options that apply from the list below

- Gases
- Liquids
- Solids
- Sludge
- Other (specify)

5.7. Type of hazardous waste generated on site and their disposal

In this section a business partner needs to specify the type of hazardous waste generated on site. Business partner should select all options that apply from the list below:

- Flammable
- Explosive
- Toxic
- Radioactive
- Infectious
- Other (specify)

For each hazardous waste type, please indicate where it is disposed, i.e. whether the waste is discharged on site or off-site.

Additionally, business partners should indicate how hazardous waste types declared above are disposed of. Business partner should select all options that apply from the list below:

- Landfill
- Incinerated with energy recovery
- Incinerated without energy recovery
- Open burning or dumping
- Cementation
- Other (please specify)

5.8. Records of hazardous waste disposal

In this section a business partner needs to declare whether they keep records on the disposal of hazardous waste.

5.9. Permit for waste generation and storage

In this section a business partner needs to specify whether any relevant permits are required for the generation and storage of hazardous waste on site and- if so- whether the site is compliant with these.

EPA 6: Biodiversity

6.1. Impact assessment

In this section a business partner needs to indicate whether their site has assessed the potential impacts of

its operations on biodiversity and- if so- select the option that best describes the outcome of the impact assessment.

GRI definition of significant impact on biodiversity (GRI 304: Biodiversity 2016): impact that can adversely affect the integrity of a geographic area or region, either directly or indirectly, by substantially changing its ecological features, structures, and functions across its whole area, and over the long term, so that habitat, its population levels, and the particular species that make the habitat important cannot be sustained.

Note: On a species level, a significant impact causes a population decline or change in distribution so that natural recruitment (reproduction or immigration from unaffected areas) cannot return to former levels within a limited number of generations. A significant impact can also affect subsistence or commercial resource use to the degree that the well-being of users is affected over the long term.

The business partner should also describe the nature of significant direct and indirect impacts on biodiversity by selecting the most relevant option from the list provided.

6.2 Control measures to minimize impact on biodiversity

In this section a business partner needs to declare whether the site implemented any control measures to minimize impacts to biodiversity and- if so- describe what the implemented measures were.

6.3 Restored/protected habitat areas

In this section a business partner needs to indicate whether there are any habitat areas that the site restores and/or protects (either directly or through partnerships) and- if so- provide relevant details.

EPA 7: Chemicals

7.1. Impact of chemicals on soil and/or groundwater

Chemicals can have significant impacts on soil and/or groundwater. In this section a business partner needs to select from the list of options that best describes the situation on site in this regard.

7.2 PCBs

In this section a business partner needs to state whether their site completed an assessment to check whether polychlorinated biphenyls (PCBs) are present onsite and- if the PCBs are present- if the site compiled a PCB register, or similar?

Polychlorinated biphenyl - PCBs are mixtures of 209 different chemicals (congeners) that come in various forms including oily liquids, solids and hard resins. PCBs are organochlorines that were manufactured until the mid-1980s, after which they were banned due to their toxicity and persistence. PCBs have been widely used as insulators in electrical equipment. They have also been used in the production of hydraulic fluids, lubricants, inks, adhesives and insecticides. They are still found in old electrical equipment and releases into the environment continue from landfills. PCBs are very persistent in the environment, taking years to degrade. They are fat-soluble and bioaccumulate in the tissues of animals. PCBs have become worldwide pollutants due to long-distance transport on air currents. Exposure to PCBs can permanently damage the nervous, reproductive and immune systems of the human body. PCBs are known carcinogens and have been linked with the development of various forms of cancer including skin and liver. In mammals, PCBs are passed via the placenta to developing young in the womb and via breast milk to newborn babies. The disposal of waste containing PCBs is regulated by the Basel Convention¹.

7.3 Asbestos

In this section a business partner needs to state whether the site completed an assessment to check whether

asbestos-containing materials are present onsite and- if asbestos containing materials are present- if the site has compiled an asbestos register, or similar.

Asbestos - Fibrous natural product used in asbestos cement, brakes and clutches, insulators, and fireproof textiles. Asbestos is carcinogenic. ²

7.4 Hazardous substances

In this section a business partner needs to clarify whether their site stores, uses or handles hazardous or potentially hazardous substances.

Hazardous substances: substances or groups of substances that are toxic, persistent and liable to bio-accumulate, and other substances or groups of substances which give rise to an equivalent level of concern. ³

7.5 Hazards related to chemical substances

In this section a business partner should indicate which hazards result from substances mentioned in the section below these substances (select all that apply). Business partner should select all options that apply from the list below:

- Gas under pressure
- Corrosive
- Oxidizing
- Flammable
- Explosive
- Health Hazard
- Hazardous to the Ozone Layer
- Acute toxicity
- Hazardous to the environment

Business partners can view visual examples of hazards (hazard pictograms) on the CLP pictograms webpage <https://echa.europa.eu/regulations/clp/clp-pictograms>.

A hazard pictogram is an image on a label that includes a warning symbol and specific colors intended to provide information about the damage a particular substance or mixture can cause to our health or the environment.

7.6 Chemical Management System

In this section a business partner needs to state whether the site has an Established Chemical Management System.

A Chemical Management System (CMS) is a chemical management process that ensures compliance with safety, environmental and related policies. It is complementary to any regulatory, operational or product requirements. The CMS includes (but not limited to):

1. A comprehensive chemical inventory;
2. A system to manage Material Safety Data Sheets (MSDS);
3. An approval process for introducing new chemicals to the site;
4. On-site chemical management; 5. Adequate waste disposal.

7.7. Processes including hazardous substances

In this section a business partner needs to indicate the processes on site (production, lab and auxiliary) in which hazardous substances are used.

Note: Auxiliary processes include maintenance and cleaning.

7.8. Inventory of hazardous substances

In this section a business partner needs to state whether the site maintains an up-to-date inventory of hazardous substances.

7.9 Safety data sheets

In this section a business partner needs to state whether the site maintains up-to-date safety data sheets for all hazardous substances used on-site.

7.10 Fire/explosion prevention system associated with chemicals

In this section a business partner needs to clarify whether hazardous substances used on site are systematically associated with appropriate fire/explosion prevention systems.

7.11 Permits and licenses

In this section a business partner needs to indicate whether the site is required to hold a license or permit for the hazardous substances present on-site and- if permits/licenses are required- if the site has relevant permits.

7.12 Going beyond legal standards

In this section a business partner needs to indicate whether the site complies with any requirement (going beyond legal compliance) regarding the use of hazardous substances

Requirement going beyond legal compliance is any standard more demanding than local legislation that the site could comply with, such as a request from a customer, an external programme, etc.

7.13 Substitution of hazardous chemicals

In this section a business partner needs to indicate whether any hazardous chemical (or mixture) has been substituted in the site's production processes in the past 5 years.

7.14 Substituted chemicals

If any chemicals have been substituted in the production processes on site in the past 5 years, in this section the business partner should explain which chemicals were substituted and indicate the replacing compounds (or mixtures).

7.15 Retention system for hazardous chemicals

In this section a business partner needs to explain whether hazardous substances used on site are systematically stored with secondary containments (retention systems)?

Hazardous substance - Hazardous substance means substances or group of substances that are toxic, persistent and liable to bio-accumulate, and other substances or groups of substances which give rise to an equivalent level of concern. ⁴

Examples of **secondary containments/retention systems**: containments (basin/trays) with at least 110% capacity that is located on a platform in a designated area located away from any watercourse or drain.

7.16 Emergency spill response procedures

In this section a business partner should explain whether the site has emergency spill response procedures in place (e.g. spill kits, spill response team, etc.).

7.17 Incidents

In this section a business partner should report whether there were any incidents or spills of hazardous substances on-site in the past 5 years and- if such incidents or spills were recorded - explain the nature of the incident.

7.18 RSL/MRSL

In this section a business partner needs to state whether there are any established procedures on site to avoid the purchase of chemicals from Restricted Substance List (RSL)/Manufacturing Restricted Substance Lists (MRSL)

In order to minimize the risk of using hazardous chemicals at production-site, business partners should avoid chemicals from restricted lists or search for chemicals to be purchased in positive lists. More information can be found at <https://echa.europa.eu/substances-restricted-under-reach>.

In the textile sector, positive lists examples include ZDHC Gateway Chemical Module, BLUESIGN®, GOTS, and/or OEKO-TEX® C2C certified, Chem iQ screen allowed chemicals, and restrictive lists includes ZDHC MRSL.

EPA 8: Nuisance

8.1 Nuisance identification

In this section a business partner needs to indicate whether their site performed any assessment of potential nuisances linked to any activity on-site.

Environmental nuisances are local interferences (annoyances) caused by the site activity with an environmental value (noise, odour, light, particles - including dust, smoke - or vermin, for example) on local community.

The business partner should indicate whether, any nuisances have been identified as a result of assessment and if so- which ones. They should also state whether the site has relevant systems or procedures in place to manage/reduce the identified potential nuisances

8.2. Complaints/notifications regarding nuisance

In this section a business partner needs to specify whether the site received any notification or complaint about nuisances in the last 5 years and-if so- specify which nuisances the complaints related to.

8.3 Record of nuisance

In this section a business partner needs to state whether the site maintains an up-to-date record of nuisances/complaints.

Understanding the Risk Results

Once all Risk Assessment sections have been successfully completed, the Risk Assessment is automatically transmitted to My Risk Assessment/Results section where both business partner and linked members can view it. Both members and business partners get an e-mail notification when a new Risk Assessment is

completed, and results are available.

Risk Assessment for BEPI identifies if/where there is room for improvement in management practices observed on site. The Risk Profile indicates in which Environmental Performance Areas there is a risk that current practices may not be enough to avoid potential environmental impacts.

The Risk Profile includes the following sections:

RISK LEVEL INDICATORS FOR RELEVANT EPAs

The level of risk in the amfori BEPI Risk Profile is calculated based on severity and likelihood of negative environmental impacts that could occur if the site does not apply the appropriate measures. The risk is expressed using a 5-level colour-coded scale:

The length of the bar in the Risk Results section provides additional visualization of the risk level as it is proportional to the risk score; the longer the bar, the higher the risk.

High or very high risk mean that within a particular Environmental Performance Area there is a risk that current practices are not enough to avoid environmental impacts. Low risk indicates that, based on the information provided by the business partner in the Risk Assessment, current practices and procedures in place on site are probably enough to avoid potential environmental impacts within particular Environmental Performance Areas.

Note that the “Generic” questionnaire, where key quantitative data is collected and key metrics are calculated, is not rated.

The profile and relevant scores assigned to each Environmental Performance area helps members and their business partners to understand where improvement effort should be focused.

SELF-DECLARED INCIDENTS, LEGAL CASES AND GRIEVANCES

This section provides members and their business partners with an overview of all incidents, legal cases and grievances self-declared by business partners in the Risk Assessment (section EPA 1 – Environmental Management System) to have taken place within the past 5 years along with their current status (Solved, In Progress or Not Yet Initiated).

WATER AND ENERGY INTENSITY

In this section business partner and linked members can view water and energy intensity values (for up to 3 years) automatically calculated for the site based on the data provided in the Risk Assessment.

External benchmarking value can also be shown, if available. Availability of benchmarking data depends on the unit of production declared by the site and on their site details (mainly GICS and NACE classifications).

Disclaimer: The benchmark (external benchmarking) is a reference value prepared by our partners from myclimate using Life Cycle Assessment (LCA) modelling methodologies. It represents a typical value for a given type of industry or manufacturing processes (based on the NACE Codes) which helps understand what values would be typically expected from a production site. It still needs to be considered with caution, as manufacturing conditions found on the assessed site may differ significantly from the ones considered for the benchmark value.

The benchmark feature aims at red-flagging opportunities to improve a site's performance (e.g., by reducing water or energy consumptions).

Uncertainty margin: A common uncertainty margin for results generated in LCA studies is 20%. This value is based on experience (past analyses) as well as on Monte Carlo simulation runs in LCA modelling software like SimaPro by myclimate.

ENVIRONMENTAL DUE DILIGENCE SELF- ASSESSMENT QUESTIONNAIRE

amfori members falling under the scope of the German Supply Chain Due Diligence Act that has come into force in January 2023. The aim of this feature is to help members adapt to the requirements of the new legislation across their supply chains.

Business partners of members falling under the scope of the act can select and complete the 'Environmental Due Diligence Questionnaire' as a self-assessment activity on the amfori Sustainability Platform. The questionnaire consists of 8 questions related to the provisions of the German Supply Chain Due Diligence Act.

Members falling under the scope of the German Supply Chain Due Diligence Act should contact their business partners outside of the amfori Sustainability Platform to request filling in the questionnaire. Business partners can initiate the self-assessment in the **Monitoring/Self-Assessment** section in the main menu on the amfori Sustainability Platform. Members can view and download results from the **Monitoring/Results** section in the main menu (filter by Activity = Environmental Due Diligence Questionnaire).

Environmental Due Diligence Questionnaire' is valid for **2 years** after completion. The detailed list of all questions can be found in Annex 5 of amfori BEPI System manual.

ENVIRONMENTAL MONITORING

Linked member holding RSP over a business partner can request an amfori BEPI Environmental Monitoring to a selected business partner site.

Depending on the selected scope of the Environmental Monitoring, the assessment may include either all

Environmental Performance Areas or a set of 2-7 Environmental Performance Areas selected by the member, based on the Risk Profile generated as part of the Risk Assessment for BEPI and/or member's individual sustainability strategy.

The structure of the Environmental Monitoring, its duration and validity has been discussed in detail in the Part II of the System Manual.

How can a business partner prepare for an Environmental Monitoring

amfori BEPI Environmental Monitoring comprises, among others, verification of all data self-declared by the business partner in the Risk Assessment for BEPI. Additionally, documentation regarding practices and systems in place on site within each analyzed Environmental Performance Area is examined. Therefore, as preparation to the Environmental Monitoring, business partners should prepare copies of the following document to provide evidence to the self-declared data:

- the environmental license to operate or permit,
- correspondences with local authorities (for environmental topics),
- correspondences with customers (document mentioning environmental criteria or specifications),
- correspondences with suppliers (document mentioning environmental criteria)
- environmental related company's policies for site and product levels,
- environmental site management certifications and related technical document (environmental targets, action plans...),
- any documentation regarding air emissions, water emissions, noise analysis, wastewater testing,
- energy and water bills or inventory presenting at least volumes consumed,
- inventories of wastes and related document as training done internally or information regarding collection and treatment done by external companies,
- inventories of chemicals used on-site and related document as MSDS or internal trainings done
- any other documents requested by the Monitoring Person prior to Environmental Monitoring

When receiving request for documentation from the Monitoring Person, business partners should:

- ensure that each person/manager mentioned by the Monitoring Person will be available during the visit,
- prepare copies of documentation requested by the Monitoring Person if not part of the previous list.

UNDERSTANDING THE AMFORI BEPI MONITORING REPORT

The amfori BEPI Environmental Monitoring report contains information on the monitored site and the evaluation of all Environmental Performance Areas that were subject to monitoring (depending on the scope it can either be all 8 EPAs by full scope monitoring or a set of 2- 7 EPAs selected by member by focused scope monitoring)

Business partners should understand connections between all Environmental Performance Areas and see the Environmental Monitoring as an opportunity to learn. The monitoring report provides information that a business partner can use to design a path towards sustainable and continuous improvement. Environmental Monitoring Report Structure

Depending on the selected scope of Environmental Monitoring, monitoring results can either take the form of an overall score for full scope Environmental Monitoring or partial score for each EPA in focused scope Environmental Monitoring.

To view the results of the Environmental Monitoring, business partner needs to access the report on the amfori Sustainability Platform (Monitoring>Results). Report can be downloaded by any linked member, and the business partner company themselves.

Environmental monitoring report structure

The report has the following format:

- Monitoring data:
 - Name of Monitored Party
 - amfori ID
 - Name of the Site
 - Site amfori ID
 - Address of the site
 - Monitoring Activity
 - Monitoring Type
 - Submission and Expiration Dates
- Site Details
- General Description
- Metrics
- Overall rating (for full scope Environmental Monitoring)
- Section ratings and findings

Results / Monitoring Results for Green Producer

Monitoring Results for Green Producer

[Export result \(.pdf\)](#)

[Report Details](#)


Monitoring

Monitoring ID: 23-0007908

Initiative: BEPI | Activity: Environmental Monitoring
Announcement Type: Fully Announced
Monitoring Type: Full Monitoring | Scope: One site
Submission Date: 31.01.2023 | Expiration Date: 31.01.2025

Site

Site amfori ID: 380-000008-003

Company: [Green Producer](#) | Site: [Green furniture](#) | Country: Belgium | State/Province: Bruxelles-Capitale, Région de | City: Brussels | GICS Classification: Home Furnishings 

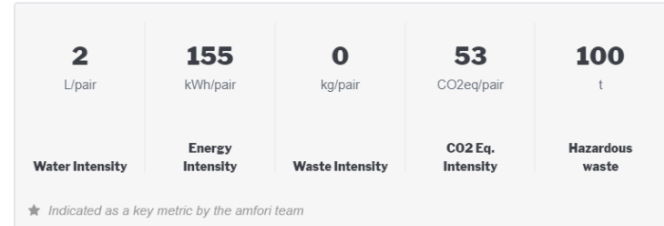
[Show all details](#)

General Description

Test

Metrics

[Show all metrics](#) (26)



Overall Rating



Section Ratings & Findings

Show findings in: [English](#) [Local language](#)

E	B - Verification of Risk Assessment data	No findings
A	EPA 1 - Environmental Management System <small>Legal: 100%</small>	No findings
A	EPA 2 - Energy & Climate	No findings
A	EPA 3 - Emissions to Air <small>Legal: 100%</small>	No findings
A	EPA 4 - Water & Effluents <small>Legal: 100%</small>	No findings
A	EPA 5 - Waste <small>Legal: 100%</small>	No findings
A	EPA 6 - Biodiversity <small>Legal: 100%</small>	No findings
A	EPA 7 - Chemicals <small>Legal: 100%</small>	No findings
A	EPA 8 - Nuisances	View findings

The rating system used by the amfori BEPI Environmental Monitoring has been described in detail of Part II of this System Manual.

To maximise benefits from the Environmental Monitoring, business partner should analyse Monitoring Report in detail. Particularly they should look into the findings raised for each Environmental Performance Area during the visit on site to understand what potential risk and shortcomings have been identified by the Monitoring Person. The analysis of findings should be complemented by the analysis of the Corrective Action Plan presented by the Monitoring Person during the closing meeting.

Closing meeting

When the Monitoring Person finishes filling in all questionnaires included in the Environmental Monitoring, they can start closing meeting. The closing meeting closes and summarises the amfori BEPI Environmental Monitoring. The meeting takes place on site and includes the representative of the site.

The Monitoring Person uses this opportunity to:

- Present the findings from the Environmental Monitoring, if any findings were raised
- Create, discuss,
- and explain to the auditee the Corrective Action Plan for the site, including at least one corrective action for each finding raised.
- Clarify to the auditee what the next steps should be
- Select the suggested follow-up method and the suggested follow up date (based on the nature of findings raised)

The auditee uses this opportunity to:

- Ask to have more clarity on the meaning of the monitoring and next steps
- Engage with the workers' representative and management (present in the closing meeting to be able to start the planning for next steps)

Once clarifications have been made, the printout of the findings report is to be signed by:

- The auditor
- The auditee's legal representative

Closing meeting report: Findings and Corrective Action Plan

During the closing meeting, after all findings and proposed corrective actions have been discussed and the follow-up method and date selected, the Monitoring Person exports the closing meeting report to pdf and puts it for the business partner's signature.

Signing the closing meeting report: The auditee's signature does not imply that the auditee is in agreement with the content. It acknowledges that the audit has been conducted in the correct manner. The auditee can request that the auditor integrates the remarks they made in the closing meeting into the findings report. The auditee and the auditor keep one copy each. The signed copy of a closing meeting report is uploaded to the amfori Sustainability Platform as part of the Environmental Monitoring documentation.

Online report: The monitoring report is fully available to the business partner in the amfori Sustainability Platform **10 business days** after the audit has been conducted. To access this information, the business partner needs to log in by using their **password**. The report can be downloaded by any linked member, and the business partner company themselves.

When analysing the results of the Environmental Monitoring, business partners should always refer to the findings raised for the analysed Environmental Performance Areas to fully understand shortcomings identified during audit.

Detailed findings are included in the closing meeting report. Additionally, business partner can view findings on the amfori Sustainability Platform after clicking the **“View findings”** button in the Monitoring Results.

Section Ratings & Findings

Show findings in: English Local language

A	B - Verification of Risk Assessment data	No findings
A	EPA 1 - Environmental Management System <small>Legal: 100%</small>	View findings
A	EPA 2 - Energy & Climate	View findings
Findings from questions		
Finding 2.2.4 The site does not recognise international standard practices (e.g. ISO 50001) and performs detailed energy audits to identify improvement opportunities		
A	EPA 3 - Emissions to Air <small>Legal: 100%</small>	View findings
A	EPA 4 - Water & Effluents <small>Legal: 100%</small>	View findings
A	EPA 5 - Waste <small>Legal: 67%</small>	View findings
A	EPA 6 - Biodiversity <small>Legal: 100%</small>	No findings
A	EPA 7 - Chemicals <small>Legal: 100%</small>	No findings
A	EPA 8 - Nuisances <small>Legal: 100%</small>	No findings



The Corrective Action Plan including findings raised and suggested remedy actions can be viewed when clicking on "View corrective action plan" in the Monitoring/Results tab for particular site.

The screenshot shows the Amfori user interface. On the left is a navigation menu with options like 'My Sustainability', 'Sustainability Network', 'My Risk Assessment', 'Monitoring', 'Self-assessments', 'Announced on my company', 'Results', 'Admin', 'Academy', and 'Community'. The main content area is titled 'Environmental Monitoring for Green Producer' with a 'Report Submitted' status. Below the title are tabs for 'Details', 'General Description', 'Report', and 'Report Attachments (0)'. The 'Details' tab is active, showing information about the monitoring initiative (BEPI, Environmental Monitoring, Fully Announced) and the site (Green Producer, Green apparel, Portugal, Lisboa). A red box highlights the 'View corrective action plan' button in the top right corner of the main content area.

The rating of the audit is calculated automatically and states the improvements that the business partner needs to make in each environmental performance area. It does not guarantee the producer's future environmental performance and nor does it release the producer from making continuous improvements. All findings are automatically integrated into the Continuous Improvement section of the business partner which then the business partner can start improvement plan through defining sustainability impacts and adding measures to it.

CONTINUOUS IMPROVEMENT FEATURE

The aim for Continuous Improvement feature on the amfori Sustainability Platform is to identify and implement actions that will have an impact on the sustainability performance of business partners. Business partners are expected to **lead their own Continuous Improvement journey**.

The Continuous Improvement process can be completed outside of the monitoring process, after a monitoring activity, after an internal audit or self-assessment, or even after an audit from a different scheme.

Defining Sustainable goals and Actions

Environmental Monitoring might identify some issues that require corrective measures. Both findings raised during the monitoring as well as proposed corrective actions are automatically added to the Continuous Improvement tab for a business partner. The business partner is responsible for implementing and documenting improvements as well as updating their continuous improvement process on the amfori Sustainability Platform.

Members can view the continuous improvement activity and progress of their business partners and can decide together which Sustainability Impacts and supporting measures should be used.

Sustainability Goal: A desired outcome of an improvement activity, e.g., reduction of energy consumption of the Site.

Action: The activities that must be completed to achieve the sustainability impact, e.g., investment in new equipment, topical training, etc.

Business partners follow and update their Continuous Improvement journey in the **My Sustainability > Continuous Improvement** tab on the amfori Sustainability Platform.

The Continuous Improvement tab presents an overview of monitoring findings for each site of a business partner. It also provides information on how many of the findings have been covered by a 'sustainability impact' (improvement activity) and how many have been marked as completed.

Business partner can define sustainability goals for BEPI initiative and link it to one or more findings from the Environmental Monitoring that took place on site. For each defined impact, business partners should provide a description and perform a root cause analysis.

Root cause analysis (RCA): the process of root cause analysis includes discovering the root causes of problems in order to identify appropriate solutions. RCA assumes that it is much more effective to systematically prevent and solve for underlying issues rather than just treating ad hoc symptoms and putting out fires.



Identify the problem



Gather data



Determine possible causal factors



Identify the root cause



Find a solution



Apply the solution

Once the improvement goal has been defined and properly described, business partner should assign relevant actions i.e. activities that must be completed in order to achieve the improvement goal. Business partner can define more than one action for each improvement goal.

Completing improvement goals and actions

Once a particular improvement goal has been finalised, it should be marked as “completed”. Before pressing the “Complete” button **business partners should make sure to attach relevant evidence** documenting the completion of the goal. For improvement activities linked to the findings from the Environmental Monitoring, the attached evidence will be automatically transferred to the Corrective Action Plan verified by the Monitoring Person during the follow-up monitoring.

Once a business partner has completed all the measures associated with a specific sustainability impact, this impact can be set to “Complete”.

IMPORTANT: If all measures are not complete, then the Sustainability Impact cannot be set to complete.

During the follow up Environmental Monitoring, the Monitoring Person will verify the evidence documentation for every finding raised during the initial monitoring.

Detailed step by step description on how to operate the Continuous Improvement feature on the amfori Sustainability Platform can be found in the *Guide to the amfori Sustainability Platform - for Business Partners*.

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