

*Criteria sets 1-3 are applied to assess all companies  
Evidence requirements are listed below each criterion*

## 1. MANAGEMENT AND DEVELOPMENT

### Objectives

- 1.1Y**      **The company has in place an environmental policy based on the company's significant direct and indirect environmental impacts.**  
Company's environmental policy and programme. Goals that include identified environmental concerns, changing stakeholder expectations and legal obligations. When the environmental considerations are defined, provisions also need to be made for extraordinary circumstances and emergencies.
- 1.2Y**      **Annual environmental goals have been established and communicated, complete with related measures and indicators.**  
Measures and goals specified in writing that are monitored by means of indicators covering, inter alia, the following areas: circular economy and waste volumes; water and energy consumption; avoidance of environmental damage; emissions; noise, dust; vibration; particles; carbon dioxide, etc.; use of chemicals.

### Implementation

- 1.3Y**      **Environmental management is organised by defining the organisational structure of the company and the associated company and project-specific roles, responsibilities, authorities and deputisation, as well as resource management procedures.**  
Job-specific roles, responsibilities, powers and deputisation. The company has in place a resource management policy with due regard to potential changes.
- 1.4Y**      **The company takes into account environmental considerations and goals, legal requirements and any binding obligations in its operating system and in the documents guiding its activities.**  
Annually audited operating instructions and model documents (e.g. operating/quality manual, other descriptions and instructions including revision and auditing information and version numbering).
- 1.5Y**      **Internal and external environmental communications are appropriate and to the point.**  
Internal and external communication procedures, e.g. meeting procedures; marketing and crisis communications; employer image; use of social media.

### Follow-up and development

- 1.6Y**      **The company regularly assesses its compliance with the environmental programme (internal audit) and initiates development actions in response to the findings.**  
Internal audit reports complete with proposals for improvements. A plan for internal audits covering at least the following three years (at least one project audit per year, and an audit of all processes at least once every three years).
- 1.7Y**      **The company surveys the needs and level of satisfaction among its customers and other key stakeholders on a regular basis by inviting feedback, etc.**  
Company memoranda; feedback reports; measurement results and summaries; as well as non-conformance reports. Stakeholders include users, subcontractors, other project partners, the authorities and in-house personnel.
- 1.8Y**      **The management carries out regular assessments of the company's environmental performance, decides on the necessary development measures and monitors their impact.**  
Procedure for and minutes of management reviews. Evidence of the completion of annual management reviews must be provided. As a minimum, the management review should address the status of development measures initiated in response to previous management reviews; the attainment of environmental objectives; the adequacy of resources; the findings of internal audits and wrap-up meetings; customer feedback and potential complaints; staff satisfaction; feedback from other stakeholders; and the agreed-upon development measures. Assessment of the up-to-dateness of the environmental policy.

## 2. RESOURCES

- 2.1Y**      **The company ensures that the personnel have the necessary environmental knowledge and qualifications and are aware of the requirements imposed by their duties and the company's environmental management system. Steps are taken to respond to the environmental skills development needs and wishes of the personnel.**  
E.g. relevant work experience; personal qualification and training records; CVs; induction materials and forms. Training plan; on-the-job learning; performance appraisal discussions.

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| 2.2Y | <b>The company has integrated its environmental programme into its corporate culture and business development.</b><br>Employer image; staff engagement; provision of and response to feedback; workplace community development; staff empowerment; anticipation of resource needs.                                                                                                                                                                                                                                                                                                                                                                              |
| 2.3Y | <b>The company sees to it that the personnel are aware of the current regulations and other environment-related reference material relevant to their duties.</b><br>Up-to-date information on the most relevant regulations, guidelines, standards and other reference material. For example, environmental regulations and guidelines relating to operations in groundwater areas; on-site management of run-off water, dust and noise; energy regulations; chemicals processing; waste handling and recycling; management of invasive species; and preservation of biodiversity (e.g. as part of the ERP system and model documents or in the form of lists). |
| 2.4Y | <b>The company has in place an efficient environmental data management system.</b><br>Recording and backup system; archiving; potential verification of environmental accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.5Y | <b>The company ensures that environmental considerations are taken into account in the management of all machinery and equipment as well as premises.</b><br>E.g. equipment lists complete with environmental classification; calibration certificates; procurement and maintenance policies; management of utilisation rate; economic mode of operation; preventive servicing and maintenance; fuel and electricity consumption and emissions monitoring; renewable energy use; life cycle costs; reduction of the carbon footprint.                                                                                                                           |

### 3. TENDERING, CONTRACT AND PROCUREMENT OPERATIONS

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| 3.1Y | <b>The importance of environmental considerations has been taken into account in customer relationship management.</b><br>Procedures and responsibilities for customer contacting and marketing.                                                                                                                                                                                                                                                                                                                         |
| 3.2Y | <b>Due consideration is given to the company's environmental policy in the tendering process</b><br>Procedures (responsibilities, powers and tender content).                                                                                                                                                                                                                                                                                                                                                            |
| 3.3Y | <b>The company takes steps to ensure that the terms of reference are duly understood. Environmental risks and opportunities are duly taken into account. Steps are taken to ensure the availability of the in-house resources and environmental competence and those of the partners required for the task.</b><br>Consultations and studies at the tendering stage; appropriate records of the requirements imposed by the task; and risk assessment (e.g. tender memorandum) A table or similar listing the resources. |
| 3.4Y | <b>The company gives due consideration to its environmental policy when concluding a written agreement with the client on the assignment and specifying its terms and conditions.</b><br>Procedures (responsibilities, powers and applicable terms of contracts, including the terms for additional work and alterations).                                                                                                                                                                                               |
| 3.5Y | <b>The company has determined how subcontracting and material procurement will be carried out, taking into account the company's own environmental policy and the client's requirements regarding the environment.</b><br><br>Contractual procedures and conditions. Feedback is collected, documented and utilised.                                                                                                                                                                                                     |

*The R4 criteria presented below are applied to the assessment of construction management companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction design companies (S4) are presented under the corresponding sections U4 and S4, respectively.*

### R4 CONSTRUCTION MANAGEMENT PROJECTS

#### Project preparation

|                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| R4.1Y                                                                                           | <b>The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own environmental policy and objectives.</b><br>Documentation of the project objectives, such as the carbon footprint and handprint; renewable energy sources; energy and materials efficiency; run-off waters; chemicals; invasive species; aquifers; soil recycling and recovery and mass balance; structural solutions ensuring long service life; and flexibility in the face of changes. |
| <b>Management and steering of design (also in in planning and execution / turnkey projects)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| R4.2Y                                                                                           | <b>The project organisation gives due consideration to the environmental considerations and objectives of the project when procuring the design services.</b><br>Design objectives include consideration of the permits required, environmental classification, carbon footprint and handprint, life cycle assessment and green factor calculations. The qualifications required of designers and experts are specified in the calls for tenders and contracts.                                                                                          |
| R4.3Y                                                                                           | <b>The project organisation oversees the design process and completes preparations for the approval of the plans with due regard to the environmental goals.</b><br>Design and planning meetings. Requirement for and evaluation of optional design solutions, preparation of proposals for acceptance decisions.                                                                                                                                                                                                                                        |
| R4.4Y                                                                                           | <b>Evaluation of the attainment of the environmental objectives in the design project. Information accumulated during the project is used for continual improvement.</b><br>Final settlement of the planning and design project for the client; external and internal project feedback; and proposals for further development.                                                                                                                                                                                                                           |

## Management and steering of execution

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| <b>R4.5Y</b> | <b>The project organisation prepares and procures the project services with due regard to the environmental considerations.</b><br>Requirements and objectives regarding topics such as the circular economy and mass balance options; on-site energy solutions; and the emission classes of the machinery. The environmental requirements and objectives are considered in the comparison of tenders and included in the contracts.                                                                |
| <b>R4.6Y</b> | <b>The project organisation oversees construction with due regard to the environmental considerations and objectives of the project.</b><br>Environmental obligations relevant to the project (noise, dust and vibration measurements, groundwater table monitoring, etc.). Site meetings, potential contractor meetings; compliance with the contractor's environmental plan; evaluation of the optional solutions suggested by the contractor.                                                    |
| <b>R4.7Y</b> | <b>Progress made in attaining the project's environmental objectives is assessed. Information and experiences accumulated during and after the project are used for continual improvement.</b><br>Final settlement of the project for the client; external and internal project feedback; and proposals for further development. User feedback on actual energy consumption, etc., as user experiences are accumulated. Evaluation of compliance with the requirements set out in the water permit. |

## Site supervision

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| <b>R4.8Y</b>  | <b>The project organisation incorporates the environmental considerations and objectives into the project control plan.</b><br>Inclusion of the environmental considerations and objectives in the project control plan.                                                             |
| <b>R4.9Y</b>  | <b>The project organisation monitors the attainment of the environmental objectives and considerations in accordance with the project control plan.</b><br>Entries in the site meeting minutes; reporting of anomalies.                                                              |
| <b>R4.10Y</b> | <b>Progress made in attaining the project's environmental objectives is assessed. Information accumulated during the project is used for continual improvement.</b><br>Supervision documents required by the client; external and internal feedback; and proposals for improvements. |

*The S4 criteria presented below are applied to the assessment of construction design companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction management companies (R4) are presented under the corresponding sections U4 and R4, respectively.*

## S4 PLANNING AND DESIGN PROJECTS

### Preparation

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>S4.1Y</b> | <b>The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own environmental policy and objectives.</b><br>Documentation of the project's environmental objectives, such as the carbon footprint and handprint; renewable energy sources; energy and materials efficiency; run-off waters; chemicals; invasive species; aquifers; soil recycling and recovery and mass balance; structural solutions ensuring long service life; and flexibility in the face of changes. |
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### Execution

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| <b>S4.2Y</b> | <b>The project is managed in a way that ensures the attainment of the environmental objectives.</b><br>Design & planning meetings; optional design solutions; internal and external communications; execution of design & planning according to client requirements and the environmental objectives set for the project. Entries in the design phase reports showing the attainment of the environmental objectives. Alteration management. E.g. carbon footprint and handprint calculations; Life-Cycle Assessments (LCA) and Environmental Product Declarations (EPD). |
| <b>S4.3Y</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>S4.4Y</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>S4.5Y</b> | <b>The project organisation ensures that the prepared design documentation is in conformance with the environmental requirements and objectives.</b><br>Handover-to-self and cross-checking procedures. Participation of the designer in on-site inspections and work sample reviews. Environmental accounting and life cycle assessments verified by a third party where appropriate.                                                                                                                                                                                    |
| <b>S4.6Y</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### Completion and continuous improvement

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| <b>S4.7Y</b> | <b>The handover documentation foreseen in the contracts is delivered to the client and archived. Project feedback on the attainment of the environmental objectives is invited from the client and other stakeholders.</b><br><br>The archiving procedure, documentation of project feedback, contract-based final inspections, operator training, etc., are carried out as planned. |
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| <b>S4.8Y</b> | <p><b>Progress made in attaining the project's environmental objectives is assessed. Information and experiences accumulated during and after the project are used for continual improvement.</b></p> <p>The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities; customer satisfaction, anomalies and complaints. User feedback on actual energy consumption, etc., as user experiences are accumulated. Evaluation of compliance with the requirements set out in the water permit, etc.</p> |
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*The U4 criteria presented below are applied to the assessment of construction and installation companies' project activities. The criteria applicable to the project activities of construction design (S4) and construction management companies (R4) are presented under the corresponding sections S4 and R4, respectively.*

| <b>U4 CONSTRUCTION AND INSTALLATION PROJECTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Preparation</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>U4.1Y</b>                                     | <p><b>Environmental objectives have been defined for the construction project with due regard to the company's environmental policy and programmes. Environmental risks and opportunities are duly managed.</b></p> <p>The environmental objectives, risks and opportunities associated with the project (such as energy and materials efficiency, waste management and recycling).</p>                                                                                                                                                                                                           |
| <b>U4.2Y</b>                                     | <p><b>The resources required for attaining the environmental objectives have been identified and criteria for commencement defined.</b></p> <p>Entries regarding responsibilities and communications (including crisis communications) made in the records of the internal kick-off meeting required to meet the environmental objectives, as well as the obligations imposed on the project by permit conditions (e.g. water permit).</p>                                                                                                                                                        |
| <b>U4.3Y</b>                                     | <p><b>Management of the project's environmental considerations is duly planned.</b></p> <p>Environmental plan. Environment-related content of the area plan. Waste management plan. Environmental considerations in work phase planning and kick-off meetings.</p>                                                                                                                                                                                                                                                                                                                                |
| <b>Execution</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>U4.4Y</b>                                     | <p><b>Personnel working on the project are provided with induction and training on the on-site the environmental considerations and risks, while the employer ensures that the workers are familiar with the environmental criteria relating to their duties and that all work is carried in accordance with such criteria.</b></p> <p>Induction forms complete with signatures. Induction provides instructions on how to manage environmental considerations, how to prepare for environmental accidents and what to do in the event of an accident.</p>                                        |
| <b>U4.5Y</b>                                     | <p><b>Environment-related project communications and up-to-date documentation, including the risks and opportunities associated with the project, are duly managed.</b></p> <p>Monitoring the progress made in implementing the plans by way of meeting and review procedures: entries made in the records at weekly meetings, contractor meetings and site meetings. Management of contracts, design documents, baseline data, minutes and timetables; handover documentation. Management of risks and opportunities.</p>                                                                        |
| <b>U4.6Y</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>U4.7Y</b>                                     | <p><b>Due consideration is given to environmental considerations in connection with mid-project alterations.</b></p> <p>Additional work and alterations must not obstruct the management of environmental impacts.</p>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>U4.8Y</b>                                     | <p><b>On-site safety, the condition of the equipment used on the site and the accuracy of the measuring instruments are monitored and maintained.</b></p> <p>Equipment commissioning inspections; findings of measurements related to civil engineering works, building construction, crushing operations or asphalt paving; response to failure reports, flaws and anomalies; servicing and maintenance procedures.</p>                                                                                                                                                                          |
| <b>U4.9Y</b>                                     | <p><b>Due consideration is given to environmental considerations in procurement and materials handling, storage and relocations.</b></p> <p>Environmental considerations as supplier selection criteria with due regard to previous feedback on supplier performance. Procurement contracts and sub-project kick-off meetings address the management of environmental considerations. Waste sorting; waste shipping documents and verification that the carrier is duly entered in the waste management register; verification of the validity of the waste recipient's environmental permit.</p> |
| <b>U4.10Y</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Completion and continuous improvement</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>U4.11Y</b>                                    | <p><b>Due preparations for project handover by compiling the handover documentation complete with environmental considerations. Agreement on any environmental monitoring. Project feedback on the attainment of the environmental objectives is invited from the client and other stakeholders.</b></p> <p>Delivery of the contract-based handover documentation to the client. Potential commissioning training, including induction to the property servicing company personnel and end-users on the environmental considerations and monitoring. Documented project feedback.</p>             |
| <b>U4.12Y</b>                                    | <p><b>Environmental data collected during the project will be used in future development efforts</b></p> <p>The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities; customer satisfaction, anomalies and complaints.</p>                                                                                                                                                                                                                                                                             |