



**Templates &  
Explanatory Notes  
To Accompany the Sustainable  
Leather Foundation Audit Report**

## Contents

<b>ENVIRONMENTAL MODULE</b> .....	- 2 -
EM1 Permits, Licences, Statutory.....	- 2 -
EM1.1 Are there environmental related permits required by local or national authorities? .....	- 2 -
EM1.2 Are the environmental related permits listed on the company legal/compliance register (LCR)? .....	- 2 -
EM2 Environmental Management System.....	
EM2.2 Is there a master environmental programme document? .....	
EM4 Environmental Footprint.....	
EM4.2 Has the scope of product life cycle analyses been defined? (As per ISO 14040: 2016)? ....	
EM4.3 Has a product-level life cycle inventory been performed? (As per ISO 14040: 2016)?	
EM4.5 Has a product-level life cycle impact assessment been performed? (As per ISO 14040: 2016)? .....	
<b>SOCIAL MODULE</b> .....	
SM1 Permits, Licences, Statutory.....	Err
SM1.1 Are there employee related permits required by local or national authorities? .....	
SM1.2 Are the employee related permits listed on the company legal/compliance register (LCR*)? .....	
SM2 Age of Workers .....	
SM2.1 Does the company keep a documented record (register) of the date of all workers?	
SM4 Discrimination.....	
SM5 Corporate Social Responsibility.....	
SM5.1 Is there a social aspects register and is there evidence that a detailed aspect screening has been performed? .....	
SM5.2 Is there a master social programme document (that includes system, scope, policy & plan), and is there evidence it has been implemented? .....	
SM7 Wages and Benefits .....	
SM7.10 Does the company pay a sufficient rate of pay to meet the basic living wage needed for the area where the facility is located and meeting national or local legislation if applicable? ...	
<b>GOVERNANCE MODULE</b> .....	
Template 5 – Best Available Technique Register .....	Error! Bookmark not defined.
Template 6 – H <sub>2</sub> S Risk Assessment.....	Error! Bookmark not defined.
Template 7 – Restricted Substance Policy .....	Error! Bookmark not defined.

# ENVIRONMENTAL MODULE

## EM1 Permits, Licences, Statutory

### EM1.1 Are there environmental related permits required by local or national authorities?

Permits and licences are the official documents, issued by a government agency or body, that detail permissions for a company to conduct particular business activities within that government body's jurisdiction. The licenses and permits that are required in order to operate your business will depend largely upon where you are located and the nature of your business.

In consideration of environmental responsibility, we would typically expect an organisation to have statutory licences and permits related to:

- Permissions to operate within an environmental framework
- Permissions to receive inputs, e.g., water, electricity, at the quantities an industrial facility would normally require, especially if the facility is taking inputs from natural sources
- Permissions to emit, discharge, or dispose of outputs
- Health and safety / major accident permits
- Personal data
- Statutory

The above list is not exhaustive.

It is the company's responsibility to know what permit and licencing requirements there are, and the auditor will require proof of all applicable licences and permits during your audit.

See note below about Legal Compliance Register

### EM1.2 Are the environmental related permits listed on the company legal/compliance register (LCR)?

A Legal Compliance Register is a form of document that details all the application legislative requirements that a company needs to ensure they are compliant with, according to the business activities carried out. This important resource will enable you to fulfil EM1.1 by ensuring that all your permits and licences are logged in a central record.

The register should include:

- Title of the legal permit or licence
- The issue date of the permit or licence
- The issuing authority (i.e., local, or national government body)
- Key information (i.e., description of contents)
- Renewal date of the permit or licence