



# AUDIT REPORT

## ENVIRONMENTAL, SOCIAL, GOVERNANCE MODULES



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# ENVIRONMENTAL, SOCIAL, GOVERNANCE MODULES

## AUDIT REPORT

PREPARED FOR

[ENTER COMPANY NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN]

[POSTAL / ZIP CODE]

[COUNTRY]

ON

[ENTER DATE]

BY

[ENTER AUDITOR NAME]

[SIGNATURE]

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SAMPLE

## Environmental Module (EM)

### Introduction

The Environmental Module is broken down into 6 main criteria:

**1. Licenses and Permits:** Ensuring that the facility is adhering to its legal and regulatory licenses and permits for inputs, outputs and production types (Licenses and permits relating to employees and organisation are assessed in the Social and Governance Modules).

**2. Environmental Management System:** The cornerstone of any responsible approach to environmental sustainability, an EMS provides the structure for understanding current environmental concerns and helps with objectives setting for improvement

**3. Environmental Health and Safety:** Looking at externalised environmental health and safety. (Worker Health and Safety and Occupational Health and Safety are assessed in the Social and Governance Modules respectively.)

**4. Environmental Footprint:** Understanding the effect that the company activity has on the environment, for example the number of natural resources that they use and the number of harmful gases that they produce.

**5. Environmental Inputs:** The impacts associated with incoming resources necessary to manufacture the product. This assessment looks at:

- Land Use
- Energy Consumption
- Water Use
- Raw Materials and Chemicals
- Machinery and Equipment.

**6. Environmental Outputs:** The impacts associated with the residual effects of the production of the material. Outputs consist of:

- Air Pollution
- Effluent
- Soil Contamination
- Solid Waste.

For each question, four answers are possible: YES, NO, WORK IN PROGRESS (WIP) or N/A, as detailed below:

Answer	Definition
YES	Meets requirements of SLF audit standard
NO	Does not meet requirements of SLF audit standard
WIP	Work has begun to meet requirements of SLF audit standard but not yet complete
N/A	Question not applicable to this operation

A NO answer suggests that there may be a gap between the expected standard of Sustainable Leather Foundation and your current organisation's systems or procedures. Although it may be possible to achieve an overall compliance assessment if your organisation records a NO response, any corrective actions listed in the comments part of the report should be acted upon before the next audit.

## Standard for Sustainable Leather Production

There are some questions contained within the audit standard shaded in green and denoted with a + symbol. These are added value questions for organisations that are achieving above the minimum expectation. It is encouraged that companies continue to strive towards achievement of these + questions to reach optimum sustainable business practices.

Where evidence is requested, this should be inserted in the Comments / Evidence column or referred to if attached as a separate document.

References in **blue font** denote a complementary guidance in the form of:

- SLF Standards and Benchmarks
- SLF Explanatory Notes and Templates
- External references

where more information can be obtained to support in either preparation of improvement measures.

SAMPLE

**EM1 Permits, Licences, Statutory**

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
EM1.1	<p>Are there environmental permits required by local or national authorities?  <b><i>If yes or WIP, please list and provide evidence of permits in force</i></b>                      Please note all permits are required to be in English Language - see Explanatory Note 1 in the accompanying Templates &amp; Explanatory Notes</p>		
	Air Outputs		
	Water Inputs		
	Water Outputs - Effluent		
	Water Outputs – Storm Water		
	Water Outputs – Natural Water		
	Hazardous Waste Disposal		
	Solid Waste Disposal		
EM1.2	<p>Are the environmental permits listed on the company legal/compliance register (LCR*)?  <b><i>If yes or WIP, please provide evidence of inclusion</i></b>                      See Template 1 in the accompanying Templates &amp; Explanatory Notes</p>		
EM1.3	<p>Are the environmental permit expiry dates listed on the company LCR?</p>		
EM1.4	<p>Does the company LCR list the people responsible for updating the legal/compliance register for environmental permissions / compliance / legal / statutory obligations?  <b><i>If yes or WIP, please provide evidence (which must include frequency of updates)</i></b></p>		
EM1.5	<p>Is there a register of environmental complaints or legal notices (enforcement or other)?</p>		
EM1.6	<p>Is the site operating within the scope of its environmental permissions?  <b><i>If yes or WIP, please provide evidence from regulatory authority or accredited test laboratory</i></b>                      (Special attention is placed on effluent, hazardous waste and air quality reports)</p>		

TO SEE THE FULL VERSION, PLEASE CONTACT THE FOUNDATION: [Terrie@sustainableleatherfoundation.com](mailto:Terrie@sustainableleatherfoundation.com)