

EMS to SMS Checklist

Plan

- Policy – Do you reference sustainability in the policy (e.g. TNS system conditions)?
- Aspects and Impacts Analysis – Do you use sustainability screening criteria? Have you envisioned a sustainable endpoint for operations and activities? Have you used backcasting to identify intermediate steps from the endpoint to your current condition? Do you use your sustainability framework to review new projects, products and processes?
- Legal and Other Requirements – Have you identified a chosen sustainability frameworks as an ‘other requirement’ (e.g. Ceres Principles, Zero Waste, TNS)?
- Setting Objectives and Targets – Do these move you closer to being a sustainable organization?

Implement

- Roles and Responsibilities – Is there an individual that is responsible for the SMS; do job descriptions include sustainability-related functions?
- Training – Does your training include sustainability awareness, basic understanding of sustainability, and what it means for your organization? Is sustainability training included in new employee orientation?
- Communication – Has the sustainability vision in the policy been communicated to all employees? How are you externally communicating your commitment to sustainability?
- Operational Control/ Standard Operating Procedures – Is sustainability embedded into your SOPs? Do you use sustainability criteria to screen new materials, new processes, and activities?

Monitor

- Monitoring and Measurements – Do you have metrics that have sustainability built into them?
- Preventive and Corrective Action – Do you encourage and capture sustainability ideas through your preventive action program?
- SMS Audits – Do audit protocols use the sustainability framework?

Review

- Management Review – Do you use your vision of your sustainable organization to enhance your strategic review? Do you review your vision and look for changes to the intermediate steps?