



IATA Environmental Assessment for Airport Operators

Standards Manual
Edition 1



RECORD OF REVISIONS	3
REVISION HIGHLIGHTS	4
INTRODUCTION	4
Purpose	5
Structure	5
Examples of IESM Documents and Forms	5
IESM Documentation	5
English Language	6
Software Platform	6
Manual Revision	6
Manual Approval Cycle	6
Content Changes	6
Conflicting Information.....	7
IEnvA Documents and Forms.....	7
Abbreviations, Acronyms, Definitions.....	7
Exemptions	9
Back Ground and Basis.....	9
IEnvA Authority.....	9
Section 1 – Leadership	10
Section 2 – Environmental Policy	13
Section 3 – Scope and Context.....	16
Section 4 – Compliance Obligations	21
Section 5 – Significance.....	23
Section 6 – Management Plans	24
Section 7 – Document Control	28
Section 8 – Communication.....	29
Section 9 – Emergency Response	32
Section 10 – Internal Assessment.....	33
Section 11 – Competency.....	35
Section 12 – Management Review	36

RECORD OF REVISIONS

EDITION NUMBER	ISSUE DATE	EFFECTIVE DATE
Edition 1	1 April 2023	1 April 2023

REVISION HIGHLIGHTS

The following table provides a brief description of the most significant changes contained in this IEnvA Standards Manual. It is not intended to indicate every editorial change (e.g., typographical correction, formatting improvement), but should any discrepancy exist, the contents of this manual have precedence over this table.

IESM for Airport Operators Ed. 1.0 Revision Details	
Description of Significant Changes	
IESM Edition 1.0 Final 1 April 2023 This Document	In-depth review of all Standards, Assessor Actions and new grouping of Standards.

Introduction

Purpose

The IEnvA Standards Manual (IESM) is published to provide the Environmental Standards, associated guidance material, practical examples, and other supporting information necessary for an Airport Operator to successfully prepare for an IEnvA Assessment.

The IESM describes the minimum assessment criteria to be utilized by an Environmental Assessment Organizations (EAOs) when conducting an assessment on behalf of IATA, to determine compliance with the IEnvA Standards.

Structure

The sections in the IESM are organized as follows:

Section 1 – Leadership

Section 2 – Environmental Policy

Section 3 – Scope and Context

Section 4 – Compliance Obligations

Section 5 – Significance

Section 6 – Management Plans

Section 7 – Document Control

Section 8 – Communication

Section 9 – Emergency Response

Section 10 – Internal Assessment

Section 11 – Competency

Section 12 – Management Review

Examples of IESM Documents and Forms

Certain IESM documents and forms may be depicted in this manual for the illustrative purpose of providing examples. Some, or all, of these published examples may have subsequently undergone revision, and thus may not be the current version of the document and/or form in use for Program activities.

IESM Documentation

This IESM Manual, used in conjunction with the following related manuals, together comprise the IESM documentation system:

1. IEnvA Program Manual (IEPM).
2. IATA Reference Manual for Audit Programs (IRM)

English Language

English is the official language of the IEnvA Program, and the IESM documentation is written in “international” English, using the Merriam-Webster dictionary as the basis (refer to M-W online at the following internet address: <http://www.merriam-webster.com>).

Software Platform

The IATA Standard software platform for IEnvA Program documentation development and delivery, is the Microsoft Windows Office® suite of software applications. Any document automation using macros (e.g. within MS Word® or MS Excel®) may not perform as originally designed when using any other type of platform.

Manual Revision

IATA will publish revisions to this manual to ensure the content remains current and meets the needs of the IEnvA Program.

1. During a regular revision cycle:
 - a. A change to IESM Standards will always result in a new Edition of the manual.
 - b. The cover of the IESM will indicate the Edition’s effectivity date.
 - c. A revision to the IESM becomes effective one month after the revision is published (e.g. a revision published in 1 September 2016 is effective on 1 October 2016).
 - d. The previous effective IESM remains effective for 6 months from the effective date of the new IESM – dual effectiveness. An Airport Operator has the choice to be assessed against either IESM during this dual effectiveness period.

Manual Approval Cycle

1. IATA will internally draft any required changes, in consultation with applicable parties, if necessary.
2. IATA will determine if consultation is required for any necessary changes. If consultation is sought, it will be arranged with the IEnvA Oversight Council. No defined consultation period exists and consultation times will be determined according to necessary changes required.
3. Agreed changes by the IEnvA Oversight Council will be incorporated by IATA for final approval;
4. Final approval is by the Senior Vice President of Environment and Sustainability.

Content Changes

1. A new edition will be accompanied by a Revision Highlights table that will highlight only the significant changes made. It is incumbent on the reader to review every section in detail to familiarize themselves with any detailed changes.

Conflicting Information

1. Manuals within the IEnvA documentation system are not revised concurrently, thus creating the possibility of conflicting information in different manuals.
2. In the case of conflicting information in different IEnvA manuals, the information contained in the manual with the most recent revision date can be presumed to supersede any previous revision date.

IEnvA Documents and Forms

This manual, and other referenced IEnvA documents and forms, will be made available to IEnvA Member Airport Operators on the platform agreed by the EOC.

Abbreviations, Acronyms, Definitions

The terminology used in the IESM Manual is consistent with that in the other manuals that comprise the documentation system. Any related terms, as they are used in the context of the IEnvA Program and its documents, are defined in the IATA Reference Manual for Audit Programs (IRM).

IEnvA Standards:

IEnvA Standards are specified systems, policies, programs, processes, procedures, plans, sets of measures, facilities, components, types of equipment or any other aspect of operations under the scope of IEnvA that have been determined to be a necessity for IEnvA registration, and with which an Airport Operator will be expected to be in conformity at the conclusion of an assessment. Standards always contain the word "shall" (e.g. "The Airport Operator shall have a procedure...") in order to denote that conformance by an Airport Operator being assessed is a requirement for IEnvA registration. During an assessment, determination of nonconformity with specifications contained in an IEnvA Standard results in a Finding, which in turn results in the generation of a Corrective Action Report (CAR). To close a Finding, an Airport Operator will develop a Root cause analysis, Corrective Action Plan (CAP), and then implement corrective action in accordance with the CAP.

Compliance Obligations	A collective term for environmental requirements that the Airport Operator should comply with and include Airport Operator's Legal Obligations, Other Obligations, and Expectations from Stakeholders and Interested Parties.
Compliance Review	A documented systematic investigation of an Airport Operator's Compliance Obligations that determines compliance or non-compliance. In IEnvA, an Airport Operator has a choice to perform a Compliance Review of all its Compliance Obligations or to have a documented Operational Control that, if carried out, ensures compliance with the associated Compliance Obligation.
Corrective Action Plan	A documented procedure describing how a non-compliance or a finding will be addressed to achieve compliance with the associated requirements or Standard.
Activities, Aspects and Impacts	A collective term describing either or all of the Activities, Aspects and Impacts associated with the Airport Operator's IEnvA Scope.

Aspects and Impacts	<p>A collective term that describes the causes and effects of the Airport Operator's</p> <ul style="list-style-type: none"> • Environmental Aspects: Airport Operator's activities, products, and services that can interact with the environment. • Environmental Impacts: The environmental effects of an Airport Operator's activities, products, and services.
Environmental Policy Statement	A written statement that is endorsed by the Airport Operator's leadership, which outlines the Airport Operator's environmental vision and most significant environmental objectives and principles related to its operations.
Management Plans	A documented description of the implementation, objectives, and controls that an Airport Operator will use to address environmental impacts.
Environmental Management System (EMS):	A generic Environmental Management System that is not industry-specific, but includes such programs such as the IEnvA Program.
IEnvA Focal	A person or role that serves as the primary point of communication-related to the Airport Operator's IEnvA System. This person/role could be combined with the IEnvA Leadership if in a senior Management position.
IEnvA Program	IATA's Environmental Assessment Program, including its documents, processes, procedures, intellectual property, meetings, and business unit.
IEnvA System	An Airport Operator's implementation of the IEnvA Standards and Recommended Practices.
Internal and External Influences:	Political, economic, social, technological, environmental, legal, and any other effects that can influence the Airport Operator's environmental performance or the IEnvA System.
IEnvA Leadership	A managerial or leadership role, position, or person that has the ability to provide the necessary human and financial resources to implement and sustain an Airport Operator's IEnvA System.
Management Review	A discussion on IEnvA that is attended by the Airport Operator's IEnvA Leadership that takes place at least once every 12 months.
Operational Control	<p>An instruction or a procedure that describes actions and related information that, if followed, ensures operational activities and emergency responses are conducted in accordance with Compliance Obligations.</p> <p>Operational Controls must include any relevant and useful information such as:</p> <ul style="list-style-type: none"> • Accountability and responsibilities • Monitoring procedures/instructions • Operational scope • Monitoring equipment – calibration certificates • Timing and frequency • Any other internal requirements of the Airport Operator <p>Also known as an S.O.P. (Standard Operating Procedure).</p>

Risks and Opportunities	A collective term that refers to uncertainties that could have an adverse or beneficial effect on the Airport Operator's IEnvA System or the Airport Operator's environmental performance.
IEnvA Scope	A documented description of the activities (i.e. mandatory and optional) and areas that an Airport Operator's IEnvA System takes into account for compliance with the IEnvA Standards.
Stakeholders and Interested Parties	An individual, organization or system with a direct/indirect interest or concern in IEnvA System and related environmental performance/activity/decision
Target and Objective	A collective term that refers to measurable way-points, that, if achieved, will result in the Airport Operator <ul style="list-style-type: none"> • achieving some or all of the aspirations provided by its Environmental Policy Statement, or • improving environmental performance in line with the overall sustainability goals provided by the Environmental Policy Statement.

Exemptions

The IATA Senior Vice President, Environment and Sustainability reserves the right to allow exemption(s) to any requirement of this manual, considering all circumstances, and is responsible for authorizing any such exemption(s). Exemptions shall be communicated in writing to the relevant and necessary parties.

Background and Basis

This Standards in this manual have been developed to ensure compatibility with ISO 14001:2015 which has been deemed as a key requirement of the IEnvA Program by the EOC.

IEnvA Authority

The IEnvA Program operates under the authority of the Sustainability and Environment Advisory Council (SEAC) and subsequently the IEnvA Oversight Council (EOC) pertaining to the IESM.

Section 1 – Leadership (LED)

LED 1.01 The Airport Operator's Leadership and senior management shall commit to the implementation and maintenance of IEnvA.

Assessor Actions

Implemented:

1. Identified an IEnvA Agreement signed by the Airport Operator's Leadership; or
2. Any other clear evidence that the Airport Operator's leadership is committed to the implementation of the IEnvA Program. This may include an email, an executive statement, or a meeting report.

LED 1.02 The Airport Operator's Leadership shall provide human and financial resources for the implementation and maintenance of IEnvA.

Assessor Actions

Implemented:

1. Identified an IEnvA Agreement signed by the Airport Operator's Leadership; and
2. Any other clear evidence that the Airport Operator's Leadership is willing and able to provide the necessary human and financial resources to run the IEnvA System, such as:
 - a. Adequate financial resources for the implementation and maintenance of IEnvA System, such as a copy of an approved budget or budget allocation; and
 - b. Job description indicating responsibility and accountability for IEnvA.

LED 1.03 The Airport Operator's IEnvA Leadership shall:

- a) Demonstrate accountability for the performance of IEnvA.
- b) Ensure the Environmental Policy Statement is developed and endorsed by the Airport Operators Leadership.
- c) Ensure the IEnvA requirements are integrated into the Airport Operator's existing business processes aligned with mandatory requirements (such as applicable local/regional/national applicable laws/regulations)
- d) Allocate sufficient resources for IEnvA implementation and improvement process (e.g. corrective actions and continual improvement).
- e) Understand and communicate the importance of IEnvA for the Airport Operator.
- f) Monitor and review the performance of Management Plans, Policies, Objectives and Operational Controls.
- g) Monitor and review compliance with IEnvA Standards.
- h) Support the continual improvement of the IEnvA implementation and resulting performance.
- i) Support the Airport Operator's staff and management in ensuring the above is achieved.



Assessor Actions

Implemented:

Observed or assessed that the IEnvA Leadership is:

1. Accountable for the performance of IEnvA.
2. Able to describe the Airport Operator's Environmental Policy Statement and how it was developed, implemented/documented and/or reviewed.
3. Able to identify and describe how Management Plans (operational procedures, training, objectives, and targets, etc.) are integrated into existing business processes.
4. Aware of allocated resources, human and financial, and any constraints or future requirements
5. Able to understand the importance and objective of IEnvA and understand the requirement of continual maintenance and improvement.
6. Able to describe communications from him/her or other senior management roles and staff on IEnvA.
7. Able to describe accountabilities of achieving important or highly significant environmental objectives.
8. Able to describe interactions with staff, managers and empowerment or rewards and initiatives related to IEnvA or environmental actions in general.
9. Able to understand and describe the interaction with staff to motivate improved environmental performance.

Note

Compliance with this Standard requires that the Airport Operator's IEnvA Leadership can demonstrate an adequate overall understanding of IEnvA and how it operates. Compliance therefore should not be assessed against each subpoint of the Standard, but rather in an assessment of a broader understanding of the Airport Operator's IEnvA System, which can be demonstrated by the Airport Operator's IEnvA Leadership demonstrating an understanding of an adequate number of the subpoints in this Standard.

LED 1.04 The Airport Operator shall assign a role that is responsible for IEnvA, known as the IEnvA Focal Point. This role shall:

- a) Be responsible for the implementation and maintenance of IEnvA; and
- b) Be the primary contact point for IEnvA communications with IATA; and
- c) Participate in IEnvA Oversight Council meetings.

Assessor Actions

Documented:

1. Identified documented evidence, ideally in the Airport Operator's IEnvA Manual, of the allocation of a contact point for IEnvA matters or an IEnvA focal point.

Implemented:

1. Observed the availability of a contact point for IEnvA matters, including the availability of an IEnvA Focal Point during IEnvA activities, such as IEnvA Assessments.

Remote:

1. Interaction with the Focal Point during preparation for the IEnvA Assessment; and



2. Interview or general interaction with the Focal Point, where the Focal Point demonstrates adequate competence, knowledge and experience to manage the Airport Operator's IEnvA System.

LED 1.05 The Airport Operator shall assign a role that is accountable for IEnvA, known as IEnvA Leadership. This role shall:

- a) Ensure the Airport Operator complies with the IEnvA Standards; and
- b) Report on the performance of IEnvA and environmental performance of the Airport Operator at the IEnvA Management Review, and
- c) Ensure that assigned roles and responsibilities related to IEnvA are communicated.

Assessor Actions

Documented:

1. Identified a statement or organigram, ideally in the IEnvA manual, of the role or person that is accountable for the Airport Operator's IEnvA System.

Implemented:

1. Identified the role (and, ideally, the name) of the person that has accountability for the IEnvA System;
2. Identified that role in (1) has the ability to report to the Airport 's management team and/or CEO.

Remote:

1. The IEnvA accountable Leadership participates in the IEnvA Assessment opening meeting; and
2. The IEnvA accountable Leadership participates in the IEnvA Assessment closing meeting.



Section 2 – Environmental Policy

POL 2.01 The Airport Operator shall have an official Environmental Policy Statement.

Assessor Actions

Implemented:

1. Identified an Environmental Policy Statement: or
2. Identified an integrated sustainability policy statement which includes statements required by IEnvA and the environment in general.

POL 2.02 The Environmental Policy Statement shall include a commitment to comply with applicable environmental Compliance Obligations.

Assessor Actions

Implemented:

1. Observed that the Environmental Policy Statement includes a statement regarding the Airport Operator's commitment to comply with its Environmental Compliance Obligations, linked to the nature, scale and environmental impacts of its operation.

POL 2.03 The Environmental Policy Statement shall include commitments to

- a) prevent or minimize pollution; and
- b) protect the natural environment; and
- c) continuously improve environmental performance.

Assessor Actions

Implemented:

1. Observed the following three statements (or any suitable interpretation) in the Airport Operator's Environmental Policy Statement:
 - a. Prevent or minimize pollution; and
 - b. Protection of the natural environment; and
 - c. Continual environmental performance improvement.

Note

Mentioning the specific commitments in the Environmental Policy Statement verbatim is not required, but the Airport Operator may prefer to include a direct mention of a specific commitment to raising its awareness or profile. The Airport Operator may also validly argue that these commitments are included under "other commitments" or "compliance obligations" that are included in its Environmental Policy Statement.

POL 2.04 The Environmental Policy Statement shall provide context to the Airport Operator's:

- a) scale of business operations; and
- b) chosen Scope of IEnvA; and



c) most significant Environmental Aspects and Impacts

Assessor Actions

Implemented:

1. Observed information that is contained in the Environmental Policy Statement that indicates where the Airport Operator's Environmental Policy is in effect. Information should be identified for the following:
 - a. The IEnvA Scope – this would typically be “operations and corporate buildings”; and
 - b. The size or scale of the Airport Operator's operations; and
 - c. Any particularly significant environmental aspects or impacts that the Airport Operator may have. The identified Aspect and Impact should ideally be integrated or mentioned in the Environmental Policy Statement.

POL 2.05 The Environmental Policy Statement shall provide the Airport Operator's environmental positioning, and a framework for developing environmental objectives.

Assessor Actions

Implemented:

1. Observed that the Environmental Policy Statement provides a vision or an overall goal which would result in a continued environmental performance improvement.

Note

All controls and objectives inside the EMS system will be guided by the vision and direction provided by the Environmental Policy. There is no specific or single quantifiable element that the Assessor is required to identify. Assessment of this compliance evidence should be sensitive to regional and cultural interpretations.

POL 2.06 The Environmental Policy Statement shall be clear, concise, and available in the common language used by the Airport Operator and in English.

Assessor Actions

Implemented:

1. Observed an Environmental Policy Statement that is available in English; and
2. If English is not the local language, observed that the Environmental Policy Statement is available in the local language(s); and
3. Observed a clear and concise Environmental Policy Statement.

POL 2.07 The Airport Operator shall communicate its Environmental Policy Statement to its staff and stakeholders under the Airport Operator's direct control.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the Airport Operator's IEnvA manual, to have the Airport Operator's Environmental Policy Statement communicated to its staff.



Implemented:

1. Observed that the Airport Operator's Environmental Policy Statement is displayed in communal areas; or
2. Observed that the Environmental Policy Statement is included in an internal newsletter (email, communications, etc.) to the Airport Operator's staff; or
3. Observed that the Airport Operator's Environmental Policy Statement is communicated as part of a staff on-boarding; or
4. Observed any other evidence that the Environmental Policy Statement is communicated to the Airport Operator's staff.

Remote:

1. Recorded visual demonstration (photos, videos) provided for:
 - a. Physical displays of the Environmental Policy (such as in social or common areas) if required.

POL 2.08 The Airport Operator shall have its Environmental Policy Statement freely available to the public.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the Airport Operator's IEnvA manual, to have the Environmental Policy Statement freely available to the public and updated reflecting the latest Airport Operator context.

Implemented:

1. Observed that the Airport Operator's Environmental Policy is displayed/available/updated on the Airport Operator's website; or
2. Observed that the Airport Operator's Environmental Policy is displayed/available/updated in the Airport Operator's annual statements; or
3. Observed any other evidence that the environmental policy is made freely and publicly available and accessible.

POL 2.09 The Airport Operator shall review, and if necessary, update, its Environmental Policy Statement at least once a year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the Airport Operator's IEnvA manual, to review and/or update the Environmental Policy Statement at least once every year aligned with the changed context/readiness.

Implemented:

1. Observed documented Environmental Policy Statement for the Airport Operator's IEnvA System that has been revised in the last 12 months; or
2. Observed documented minutes/meeting report/evidence that approves an existing (older than 12 months) Environmental Policy Statement.



Section 3 – Scope and Context

CXT 3.01 The Airport Operator shall document the IEnvA Scope.

- a) activities associated with Airport Operations and related services; and
- b) activities associated with all corporate offices, facilities, and buildings; and
- c) if applicable, activities associated with all other areas of the IEnvA Scope must be documented.

Assessor Actions

Implemented:

1. Airport Operations

- a. Identified a list of physical locations, infrastructures and associated utilities where the Airport conducts its activities, provides ancillary services; and dispose healthcare waste
- b. Identified a list of i) Ground Support Equipment, by location utilized by the Airport Operator divided per Passenger and Cargo; ii) Equipment including hardware and software (e.g. operation software, data storage)
- c. Identified a clear list of all ground, cargo handling operation divided per Passenger and Cargo, and fueling activities
- d. Identified any other clear documented information that explains the Airport Operations activities that are included under the Airport Operator's IEnvA System

and

2. Corporate Buildings

- a. Identified a documented list of buildings that are inside the scope of the IEnvA System; and
- b. If applicable, identified services and processes that are inside the scope of the IEnvA System; and
- c. Identified any other documented information that explains the corporate scope and activities that are included under the Airport Operator's IEnvA System.

and

- 3. Identified any other information defining the Airport Operator's IEnvA System's scope outside of Operations and Corporate Buildings.

Remote:

- 1. Interview where the Airport Operator provides a detailed overview of its IEnvA Scope.

An IEnvA Airport Operator must include the following areas of scope and associated activities into IEnvA as a minimum to achieve the desired IEnvA Registration. Airport Operations and Corporate Buildings is required at all times. Should an IEnvA Airport Operator choose to include Airport Support Elements, Landside access or Master Planning in the IEnvA Scope, registration on the IEnvA registry would only be possible when all the relevant areas of scope and associated activities have been fully integrated into IEnvA.



IATA Environmental Assessment – Scope for Airport Operators	
	Corporate Buildings (Core Scope – Mandatory)
	<p>Activities at local corporate buildings to be considered shall include:</p> <ul style="list-style-type: none"> • Facilities Management • Office Activities • Procurement of products and services related to facilities management and office activities.
	Airport Operations (Core Scope – Mandatory)
	<p>Terminal Operations Local activities to be considered shall include:</p> <ul style="list-style-type: none"> • Accessibility • Baggage handling • Cargo facilities • Concession and retail • Medical Services • Office activities (if excluded from CORE) • Operations management • Procurement related to terminal operations (if excluded from CORE) • Wayfinding and signage
	<p>Airside Operations Local activities to be considered shall include:</p> <ul style="list-style-type: none"> • Apron • Equipment • Jet fuel infrastructure operation • Runways • Taxiways & Taxilanes
	Optional Scope
	<p>Airport Support Elements Local activities to be considered shall include:</p> <ul style="list-style-type: none"> • Airfield Maintenance • Building and Infrastructure Maintenance • De-icing • Equipment maintenance • Waste collection facility and transport • Wildlife management
	<p>Landside access Local activities to be considered shall include:</p> <ul style="list-style-type: none"> • Landside access systems
	<p>Master Planning Local activities to be considered shall include:</p> <ul style="list-style-type: none"> • Terminal planning • Terminal design



CXT 3.02 The Airport Operator shall consider all Internal and External Influences, activities and related Aspects and Impacts, and all Compliance Obligations when determining the IEnvA Scope to ensure a comprehensive and effective Scope that does not intentionally exclude Activities (under the Airport Operator's control and where the Airport Operator has authority or influence) that can present environmental challenges.

Assessor Actions

Implemented:

1. Observed that the documented scope does not explicitly exclude any corporate sites in the Airport Operator's location that is done intentionally to avoid the Operator having to address particular environmental challenges or issues related to the excluded site/scope.

CXT 3.03 The Airport Operator shall make a summary of its IEnvA Scope freely available to the public.

Assessor Actions

Documented:

1. A documented procedure or instruction, ideally included in the IEnvA Manual, to have a summary of its IEnvA Scope freely available to the public; or
2. A summary of the Airport Operators IEnvA scope ideally included in the Airport Operator's Environmental Policy Statement.

Implemented:

1. Observed that a summary of the scope of the Airport Operator's IEnvA System is publicly available

CXT 3.04 The Airport Operator shall review, and if necessary, update, its IEnvA Scope at least once a year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual, to review and/or update the IEnvA Scope at least once a year.

Implemented:

1. Observed documented Scope for the Airport Operator's IEnvA System that has been revised in the last 12 months; or
2. Observed and recorded documented minutes/meeting report/evidence that approves an existing (older than 12 months) IEnvA Scope for the Airport Operator's IEnvA System.

CXT 3.05 The Airport Operator shall document the Aspects and Impacts of its documented activities, products, and services.

Assessor Actions

Implemented:

1. Identified documented Environmental Aspects and Impacts that are related to the Scope of IEnvA.



Note

Not all parts of the scope will necessarily produce an environmentally relevant aspect and/or impact.

REF SNF 5.01

CXT 3.06 The Airport Operator shall document Stakeholders and Interested Parties, relevant to the Airport Operator's documented Activities, Aspects, and Impacts.

Assessor Actions

Implemented:

1. Identified documented Stakeholders and Interested Parties that are related to the Scope of IEnvA.

Note

Not all parts of the scope will necessarily produce an environmentally relevant stakeholder.

CXT 3.07 The Airport Operator shall document Risks and Opportunities relevant to the documented Activities, Aspects, and Impacts.

Assessor Actions

Implemented:

1. Identified documented Risks and Opportunities that are related to the Scope of IEnvA.

Note

This may be one register or multiple registers (for each department, building, or functional area, etc.)

CXT 3.08 The Airport Operator shall identify and document Internal and External Influences that can affect the Airport Operators environmental performance, which at a minimum shall include financial, legal/policy and frequency of occurrence or similar.

Assessor Actions

Implemented:

1. Identified documented Internal and External Influences that are related to the Scope of IEnvA.

Note

Not all parts of the scope will necessarily produce an environmentally relevant influence.

CXT 3.09 The Airport Operator shall determine the level of control or influence it has over its significant Activities, Aspects, and Impacts.

Assessor Actions

Documented:

1. Identified a documented procedure to assess level of control or influence that the Airport Operator has over its significant Environmental Aspects and Impacts.

Implemented:



1. Demonstrated (by implementation, documentation, or interview) that the procedure has been used to rate the level of influence; or
2. Identified documented evidence that all significant Environmental Aspects and Impacts have been rated for influence.

CXT 3.10 The Airport Operator shall have a documented procedure to identify Aspects and Impacts, Stakeholders and Interested Parties, Internal and External Influences and Risks and Opportunities which includes steps to:

- a) explain how items are identified, documented and maintained, and
- b) ensure that items are identified considering Activities, Aspects and Impacts the Operator can influence or control, and
- c) ensure that items are identified considering Activities, Aspects and Impacts caused or carried out by the Airport Operator itself and on behalf of the Airport Operator, and
- d) consider planned and new developments, and
- e) abnormal and foreseeable emergency situations, and
- f) lifecycle aspects and impacts of an activity, service or product.

Assessor Actions

Documented:

1. Identified procedure(s) that consider Environmental Aspects and Impacts that the Airport Operator can control and influence; and
2. Identified procedure(s) that consider Environmental Aspects and Impacts and activities that are carried out by the Airport Operator and on behalf of the Airport Operator that are inside the Scope of the Airport's IEnvA System; and
3. Identified procedure(s) that consider Environmental Aspects and Impacts and activities that can result from unplanned and emergency situations; and
4. Identified procedure(s) that consider any relevant life-cycle stages that may be related to the aspect or impact.

Note:

Some of the Airport Operator's significant Environmental Aspects and Impacts can occur during the transport, delivery, use, end-of-life treatment or final disposal of a product or service. By considering this possibility, an Airport Operator can potentially prevent or mitigate adverse environmental impacts during these life cycle stages.

The Airport Operator is not required to provide any documented evidence of the life-cycle consideration but should be able to demonstrate that it has considered potential environmental impacts, and the degree to which it can control, and influence them in the context of a life-cycle perspective.

CXT 3.11 The Airport Operator shall document expectations of its documented Stakeholders and Interested Parties.

Assessor Actions

Implemented:

1. Identified documented expectations that are related to relevant Stakeholders and Interested Parties.

Note:

Not all stakeholders will necessarily have expectations.



CXT 3.12 The Airport Operator shall identify the expectations of its documented Stakeholders and Interested Parties that it will deem as Compliance Obligations

Assessor Actions

Documented:

1. Identified a documented procedure to assess which expectations for Stakeholders and Interested Parties would be considered as Significant.

Implemented:

1. Identified documented information on whether any of the identified Stakeholder Expectations will be regarded as Compliance Obligations by the Airport Operator.

CXT 3.13 The Operator shall review, and if necessary, update, its

- a) Aspects and Impacts,
 - b) Risks and Opportunities,
 - c) Stakeholders and Interested Parties, and
 - d) Internal and External Influences
- at least once every year.

Assessor Actions

Documented:

1. Identified a documented instruction, procedure, or Operational Control, ideally in the Airport Operator's IEnvA Manual, which requires to review and update the environmental context items at least once every 12 months.

Implemented:

1. Observed that the context items have been reviewed in the last 12 months.

Section 4 – Compliance Obligations

CMP 4.01 The Airport Operator shall document its environmental Compliance Obligations associated with its documented Activities, Aspects, and Impacts.

Assessor Actions

Implemented:

1. Identified documented Compliance Obligations that are related to the Airport Operator's defined Scope which include legal obligations, other obligations and stakeholder and interested party expectations that the Airport Operator deem as Compliance Obligations.

Note:

Not all parts of the IEnvA Scope will necessarily produce Compliance Obligations.



CMP 4.02 For all documented Compliance Obligations, the Airport Operator shall:

- a) Conduct a compliance review which indicates the Airport Operator's compliance or non-compliance with the Compliance Obligation; or
- b) Document an Operational Control or procedure which will ensure compliance with the Compliance Obligation.

Assessor Actions

Documented:

1. Identified a statement, procedure, or an Operational Control, ideally in the IEnvA Manual, that provides information on how the Airport Operator will ensure compliance to the standard; or
2. Identified a statement or procedure, ideally in the IEnvA Manual that provides information on the requirement of the Airport Operator to conduct a compliance review for each of its Compliance Obligations.

Implemented:

1. Observed that each Compliance Obligation has had a compliance review (such as an internal assessment of compliance with that obligation); and
2. Observed that all Compliance Obligations have associated Operational Controls (which may be part of a Management Plan) or procedures that ensure compliance with that Compliance Obligation.

CMP 4.03 The Airport Operator shall review, and if necessary, update, its Compliance Obligations at least once a year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual to review and/or update Compliance Obligations at least annually.

Implemented:

1. Observed documented Compliance Obligations that have been reviewed within the last 12 months; or
2. Observed meeting minutes/report/flowchart where Compliance Obligations were discussed/reviewed/approved in the last 12 months.
3. Observed a meeting agenda (or any other documented plans) that the Compliance Obligations will be discussed/reviewed.

CMP 4.04 Compliance reviews shall be conducted at least once every 12 months.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction that compliance reviews must be conducted at least once a year.

Implemented:

1. Observed that all compliance reviews have been conducted within the previous 12 months.



CMP 4.05 The Airport Operator shall comply with its environmental monitoring and reporting Compliance Obligations.

Assessor Actions

Implemented:

1. Identified evidence that Compliance Obligations related to environmental data monitoring and reporting are complied with by the Airport Operator.

Section 5 – Significance

SNF 5.01 The Airport Operator shall identify, Significant Activities, Aspects, and Impacts, considering the associated:

- a) Risks and Opportunities, and
- b) Stakeholders and Interested Parties, and
- c) Internal and External Influences.

Assessor Actions

Documented:

1. Identified procedure(s) that explain how the Airport Operator assesses the significance of Environmental Activities, Aspects, and Impacts; and
2. Identified that the procedure(s) that are used to rate the significance of the Airport Operator's Environmental Aspects and Impacts considers at least the Airport Operator's:
 - a. Environmental Compliance Obligations; and
 - b. Environmental influences (including at least financial, legal and frequency of occurrence); and
 - c. Environmental Stakeholders and Interested Parties.

Implemented:

1. Observed rated Activities, Aspects and Impacts, indicating which Activities, Aspects and Impacts have been identified as Significant for the Airport operator.

Remote:

1. Interview where the application and rating criteria of the significance test is explained.
2. Interview where the Airport Operator explains how financial, legal and frequency of occurrence are considered in the significance test.

SNF 5.02 The Airport Operator shall include the following criteria to identify Significant Activities, Aspects, and Impacts:

- a) Associated Compliance Obligations, and
- b) Current or future cost implications, and
- c) Likelihood of occurrence and consequence, and
- d) any relevant identified Environmental Influences.



Assessor Actions

Implemented:

1. Identified rating criteria that have been incorporated in the Airport Operator's significance rating procedure that includes at a minimum:
 - a. Where a compliance obligation is identified, the associated Activity, Aspect, Impact is deemed significant; and
 - b. Cost implications; and
 - c. Evaluate the consequence and the likelihood of an event taking place; and
 - d. Any other relevant Environmental Influences as per the Airport Operator's preference.

SNF 5.03 The Airport Operator shall review, and if necessary, update its Significance ratings for its Activities, Aspects and Impacts at least once a year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual to review and/or update the significance ratings at least every 12 months.

Implemented:

1. Observed documented significance ratings that has been rated in the last 12 months; or
2. Observed documented minutes/meeting report/evidence that approves existing (older than 12 months) ratings in the last 12 months

Section 6 – Management Plans

EMP 6.01 The Airport Operator shall develop and document Management Plans for its:

- a) Significant Activities, Aspects, and Impacts; and
- b) Environmental Compliance Obligations.

Assessor Actions

Implemented:

1. Identified documented Management Plans for all Significant Activities, Aspects, and Impacts.
2. Observed the implementation (development or implementation) of Management Plans.

EMP 6.02 The Airport Operator's Management Plans shall contain Operational Controls as required.

Assessor Actions

Implemented:

1. Identified that the Airport Operator's Management Plans contain Operational Control where required.
2. Observed evidence of the associated Operational Controls being developed/having been implemented.



EMP 6.03 The Airport Operator's Operational Controls shall be developed considering:

- a) the design and development of any associated activities, services, and products,
- b) the lifecycle impacts of any associated services and products,
- c) purchase, procurement, and outsourcing processes,
- d) the communication and implementation of the Operational Control,
- e) the communication to prevent or mitigate adverse environmental impacts,
- f) the communication of roles and responsibilities,
- g) planned and unplanned events and changes to the associated services and products,
- i) the integration of the Operational Control into existing business processes.

Assessor Actions

Implemented:

1. Identified documented Operational Controls (as part of Management Plans or separate Operational Controls) which have been developed considering:
 - a. the design and development of any associated services and products,
 - b. the lifecycle impacts of any associated services and products,
 - c. purchase, procurement, and outsourcing processes,
 - d. the communication and implementation of the Operational Control,
 - e. the communication to prevent or mitigate adverse environmental impacts,
 - f. the communication of roles and responsibilities,
 - g. planned and unplanned events and changes to the associated services and products, and
 - h. the integration of the Operational Control into existing business processes as required.

EMP 6.04 The Airport Operator's Management Plans shall contain Target and Objectives as required.

Assessor Actions

Implemented:

1. Identified that the Airport Operator's Management Plans contain Targets and objectives where required.
2. Observed evidence of the associated plans to achieve Targets and Objectives being/having been implemented.

EMP 6.05 Targets and Objectives contained in Management Plans shall:

- a) ensure improvement of environmental performance, and
- b) be quantifiable where possible, and
- c) be achievable, and
- d) be time-bound.

Assessor Actions



Implemented:

1. Identified Targets and Objectives that have been developed (as part of Management Plans or separate) are:
 - a. Measurable,
 - b. Achievable, and
 - c. Time bound

Wherever possible.

EMP 6.06 Targets and Objectives contained in Management Plans shall have associated documented plans or actions with specific detail that are needed to achieve the Targets and Objectives.

Assessor Actions

Implemented:

1. Identified documented plans to achieve the developed Targets and Objectives; and
2. Identified documented plans to achieve the developed Targets and Objectives that contain at least the following information:
 - a. What will be done to reach the Targets and Objectives (if applicable); and
 - b. The financial and human resources that are/will be required (if applicable); and
 - c. Internal responsibilities and any external stakeholders that may influence the outcomes of the plan to reach the Targets and Objectives (if applicable); and
 - d. The expected timelines/deadlines for reaching the Targets and Objectives (if applicable); and
 - e. How the monitoring must be done and relevant responsibilities/stakeholders (if applicable); and
 - f. The integration of the action plan into existing business processes and procedures (if applicable).

EMP 6.07 The Airport Operator shall review and if necessary, update its Management Plans and its contents at least once every 12 months.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual to review and/or update Targets and Objectives (as contained in its Environmental Management Plans) at least once every 12 months.

Implemented:

1. Observed documented Targets and Objectives that have been reviewed in the last 12 months; or
2. Observed documented minutes/meeting report/evidence that approves existing (older than 12 months) Targets and Objectives in the last 12 months; or
3. Observed Targets and Objectives that are effective and relevant to the Airport Operator's IEnvA System.

EMP 6.08 Where monitoring and reporting of data is required, the Airport Operator shall have Operational Controls to monitor and record information and data which include:

- a) What needs to be monitored.



- b) The methodology used.
- c) Indicators or criteria to evaluate acceptable performance.
- d) The frequency of taking measurements, consolidation, or analysis and retain data records
- e) Integration into business processes.

Assessor Actions

Documented

1. Identified Operational Controls for all required monitoring, recording and reporting of environmental information (as part of Management Plans or separate).

Implemented:

1. Observed recorded information including:
 - a. Recordings/information of exactly what is being measured/monitored.
 - b. The methodology to measure/monitor including any relevant calculation processes.
 - c. Limits and thresholds that must be adhered to.
 - d. When and how the monitoring shall take place.

or;

2. Interviewed relevant staff that are (identified as) stakeholders in a specific Environmental Management Plan where the staff member demonstrates awareness of:
 - a. The associated Operational Control;
 - b. Exactly what is being measured/monitored.
 - c. The methodology to measure/monitor including any relevant calculation processes;
 - d. Limits and thresholds that has to be adhered to;
 - e. When or how often the monitoring, recording and reporting must take place.

EMP 6.09 The Airport Operator shall ensure that records and data are available for monitored information associated with its Management Plans.

Assessor Actions

Implemented:

1. Identified recorded data related to each Environmental Management Plan as required by the respective Operational Controls.

EMP 6.10 The Airport Operator shall ensure that measuring equipment used for monitoring and measuring purposes in IEnvA under its control is maintained and calibrated.

Assessor Actions

Documented:

1. Identify a procedure that defines the requirement to ensure the calibration of measuring and monitoring equipment considering the complexity and the level of competence.

Implemented:



2. If applicable to the respective equipment, identified documented calibration records for equipment that the Airport Operator uses to monitor or measure as per its relevant Management Plans (Operational Control or Targets and Objectives).

EMP 6.11 The Airport Operator shall assign roles and responsibilities, as necessary for all Operational Controls, Targets and Objectives and associated plans to achieve the Targets and Objectives.

Assessor Actions

Implemented:

1. Observed the allocation of roles and/or responsibilities for Management Plans, Operational Controls and Targets and Objectives.
2. Documented flow chart with roles and/or responsibilities for Management Plans, Operational Controls and Targets and Objectives.

Section 7 – Document Control

DOC 7.01 The Airport Operator shall have a Program Manual/Software

Assessor Actions

Implemented:

1. Identified an IEnvA Manual or document or references all IEnvA related information.

DOC 7.02 The Airport Operator's IEnvA Program Manual shall include or reference:

- a) IEnvA Scope and associated activities; and
- b) Aspects, Impacts, Stakeholders and Interested Parties, Risks and Opportunities, Internal and External Influences; and
- c) Compliance Obligations; and
- d) Significant Activities, Aspects, and Impacts, and
- e) Management Plans, and
- f) All other registers, processes, procedures and controls required by IEnvA Standards; and
- g) A document control procedure.

Assessor Actions

Implemented:

1. Observed that the Airport Operator's IEnvA Manual contains at least:
 - a. IEnvA Scope and associated activities; and
 - b. Environmental Aspects, Impacts, Stakeholders and Interested Parties, Risks and Opportunities, Internal and External Influences, and
 - c. Compliance Obligations, and



- d. Significant Activities, Aspects, and Impacts, and
- e. Management Plans, and
- f. All other registers, processes, procedures, controls required by IEnvA Standards, and
- g. A document control procedure

DOC 7.03 The Airport Operator shall record and control internal and external documents and records related to IEnvA that ensures IEnvA and Environment related documents, procedures, registers, information, and data are:

- a) Available as required; and
- b) Adequately protected; and
- c) Adequately maintained; and
- d) Clearly identifiable as current or preceded

Assessor Actions

Documented:

1. Identified a documented document control procedure that is used for IEnvA and its related documentation and environmental information in general.

Implemented:

1. Observed that all documentation and information related to IEnvA is controlled according to the requirements of the Airport Operator's document control procedure.

Section 8 – Communication

COM 8.01 The Airport Operator shall keep records of internal and external communications associated with:

- a) Environment, and
- b) IEnvA, as required by applicable IEnvA Standards.

Assessor Actions

Implemented:

1. Identified records on internal and external communications related to the IEnvA system and/or environment.

COM 8.02 The Airport Operator shall identify the roles to which the following information will be communicated:

- a) Significant Activities, Aspects and Impacts.
- b) Targets and Objectives contained within Management Plans.
- c) Significant changes to the IEnvA system implementation.
- d) Opportunities for improving environmental performance and the Airport Operator's IEnvA implementation.
- e) Emergency response procedures and relevant critical role players.



Assessor Actions

Implemented:

1. Observed a list of roles (e.g flow chart) to which the relevant information must be communicated to.

COM 8.03 The Airport Operator shall communicate to the assigned roles and responsibilities defined in its Management Plans and all other persons doing work on environment:

- a) Their responsibilities; and
- b) possible consequences of failing to comply with any associated Compliance Obligations, Operational Controls, achieving associated Targets and Objectives and associated IEnvA requirements.

Assessor Actions

Implemented:

1. Observed a list of roles to which the relevant information must be communicated to.
2. Observed evidence of the relevant information being communicated to the respective roles.

COM 8.04 The Airport Operator shall have an internal communication procedure for:

- a) Information from, and to, the IEnvA Focal and IEnvA Leadership; and
- b) Information from, and to, the assigned roles associated with Management Plans; and
- c) Providing general environmental information to the Airport Operator's staff.

Assessor Actions

Documented:

1. Identified a documented procedure for internal communications of environmental and IEnvA-related matters and Environment in general.

Implemented:

1. Observed evidence of the internal communication of environmental matters such as:
 - a. The implementation and follow through of the Airport Operator's internal communications procedure used for environment and IEnvA-related matters; or
 - b. Any other evidence of relevant internal communication of environmental and IEnvA-related matters.

COM 8.05 The Airport Operator's internal communications procedure shall consider:

- a) Relevance of the information; and
- b) When communication should/will take place; and
- c) The identification of relevant recipients ; and
- d) The medium and method of communication; and
- e) The responsible roles for enacting the communication; and
- f) The quality of the information to be communicated.



Assessor Actions

Implemented:

1. Observed that the Airport Operator's internal communications procedure considers:
 - a. Relevance of the information; and
 - b. When communication should/will take place; and
 - c. The identification of relevant recipients; and
 - d. The medium and method of communication; and
 - e. The responsible roles for enacting the communication; and
 - f. The quality of the information to be communicated.

COM 8.06 The Airport Operator shall have an external communications procedure for:

- a) Information from and to the IEnvA Focal and IEnvA Leadership, and
- b) Information from and to the assigned roles associated with its Management Plans, and
- c) Providing general environmental information to any external stakeholders and interested parties.

Assessor Actions

Documented:

1. Identified a documented procedure for external communications of environment and IEnvA-related matters.

Implemented:

1. Observed evidence of the external communication of environmental matters such as:
 - a. The implementation of the Airport Operator's external communications procedure used for environment and IEnvA-related matters; or
 - b. Any other evidence of relevant external communication of environment and IEnvA related matters.

COM 8.07 The Airport Operator's external communications procedure shall consider:

- a) Relevance of the information; and
- b) When communication should/will take place; and
- c) Identification of relevant recipients; and
- d) Medium and method of communication; and
- e) Responsible roles for enacting the communication; and
- f) Quality of the information to be communicated; and
- g) Compliance Obligations related to reporting.

Assessor Actions

Implemented:

1. Observed that the Airport Operator's external communication procedure considers:
 - a. Relevance of the information; and
 - b. When communication should/will take place; and



- c. Identification of relevant recipients; and
- d. Medium and method of communication; and
- e. Responsible roles for enacting the communication; and
- f. Quality of the information to be communicated; and
- g. Observe compliance to the communications procedure, by reviewing evidence of previous communications.

Section 9 – Emergency Response

EMG 9.01 The Airport Operator shall identify foreseeable emergency and abnormal situations that can cause adverse environmental impacts.

Assessor Actions

Implemented:

1. Identified documented potential emergency situations; or
2. Identified potential emergency situations that are included and documented as part of the Airport Operator's Environmental Activities, Aspects, and Impacts.

EMG 9.02 The Airport Operator shall have emergency response plans to address Activities, Aspects and Impacts that can result from foreseeable emergency and abnormal situations

Assessor Actions

Implemented:

1. Identified documented emergency procedure(s)/actions for emergency situations identified.

EMG 9.03 The Airport Operator shall respond to environmental emergencies when they occur according to the Airport Operator's emergency response plans and procedures.

Assessor Actions

Implemented:

1. Observed that no environmental emergency occurred; or
2. If an environmental emergency has occurred, identify the documented emergency procedure have been implemented and the relevant documentation/measurements of the emergency.

EMG 9.04 The Airport Operator shall periodically test its emergency response procedures.

Assessor Actions

Implemented:

1. Observed evidence of any testing of emergency response procedures, related training or exercises that have been conducted, or review of emergency response procedures.



EMG 9.05 The Airport Operator shall, where possible, improve its emergency preparedness and response procedures after the occurrence of accidents, emergency situations or unsuccessful testing.

Assessor Actions

Implemented:

1. If improvements have been identified, observed evidence of (planned) improvements to emergency procedures and preparedness levels.

Section 10 – Internal and External Assessment

IAS 10.01 The Airport Operator shall conduct an IEnvA Internal Assessment.

Assessor Actions

Documented:

1. Identified a documented procedure to conduct an IEnvA Internal Assessment.

Implemented:

1. Observed evidence of a completed IEnvA Internal Assessment.

IAS 10.02 The Airport Operator's IEnvA Internal Assessors shall be:

- a) Certified IEnvA Internal Assessors; and
- b) Recertified every 12 months by IEnvA Assessor training program; and
- c) Objective and impartial.

Assessor Actions

Implemented:

1. Observed documented names of IEnvA Internal Assessors that conducted the Airport Operator's most recent IEnvA Internal Assessment.
2. Observed evidence of IEnvA Assessor Certification and recertification for the Airport Operator's IEnvA Internal Assessors every 12 months.

Remote

1. An interview with an IEnvA Internal Assessor on the latest IEnvA Internal Assessment, including any non-compliances that was identified, the corrective actions that were taken and how this information was communicated.

IAS 10.03 The Airport Operator shall conduct an IEnvA Internal Assessment:

- a) Prior to an IEnvA External Assessment; or
- b) At least once every two years; or

Assessor Actions

Documented:

1. Identified a documented procedure or instruction to conduct an internal assessment on the Airport Operator's compliance with the IEnvA Standards at least once every two years or prior to an external assessment.



Implemented:

1. Observed an IEnvA Internal Assessment that has been conducted in the last two years.

IAS 10.04 The Airport Operator shall establish root causes for Findings and Observations resulting from an IEnvA Assessment.

Assessor Actions

Documented:

Identified a documented procedure or instruction, ideally included in the IEnvA Manual, to conduct a root cause analysis for any non-conformities raised during an IEnvA Internal Assessment.

Implemented:

1. Identified and documented root cause analysis of any non-conformities identified.

IAS 10.05 The Airport Operator shall establish timelines to correct Findings and Observations resulting from an IEnvA Assessment.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally include in the IEnvA manual to create documented corrective action plans for any non-conformities raised during an IEnvA Internal Assessment

Implemented:

1. If non-conformities have been identified, observed evidence of corrective actions implemented.

IAS 10.06 The Airport Operator shall establish timelines to correct Findings and Observations resulting from an IEnvA Assessment taking into consideration the significance of the Finding and Observation.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual to have non-conformities corrected in a timely manner, considering the severity and significance of the non-compliance.

Implemented:

2. If non-conformities have been identified, observed evidence of corrective actions implemented.

IAS 10.07 The Airport Operator shall address non-conformities with IEnvA Standards when identified outside of an IEnvA Assessment.

Assessor Actions

Documented:

1. Identified a documented procedure for addressing non-conformities when non-conformities are identified during normal day to day operations.



Implemented:

1. Observed evidence of this corrective action procedure having been implemented where non-conformities have been identified during normal day to day operations.

IAS 10.08 The Airport Operator shall review corrective and preventative actions undertaken as part of an IEnvA Assessment.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual to review any corrective and preventative actions related to the Airport Operator's IEnvA or environmental performance.

Implemented:

1. Observed that the Airport Operator's Corrective Action Plans have been reviewed in the last 12 months; or
2. Observed meeting minutes/report where Corrective Action Plans were discussed/reviewed/approved in the last 12 months; or
3. Observed a meeting agenda (or any documented plans) that indicates that Corrective Action Plans will be discussed/reviewed.

Section 11 – Competency

CMP 11.01 The Airport Operator shall have competency requirements for:

- a) Staff assigned as the IEnvA Focal and IEnvA Leadership, and
- b) Roles and responsibilities associated with Management Plans, and
- c) Roles and responsibilities associated with emergency response procedures

Assessor Actions

Documented:

1. Identified a documented procedure or instruction to ensure competency requirements are maintained.

Implemented:

1. Identified and documented education, training, and/or experience requirements for any one or more of the staff/roles that can have an influence on the Airport Operators IEnvA program.

CMP 11.02 The Airport Operator shall review, and if necessary, update competency requirements at least once every year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction to review the competency requirements at least once every year.

Implemented:

1. Observed documented competency requirements that have been reviewed in the last 12 months; or



2. Observed documented minutes/meeting report/evidence that approves existing (older than 12 months) competency requirements in the last 12 months.

CMP 11.03 The Airport Operator shall assess the assigned roles and responsibilities for compliance with associated competency requirements.

Assessor Actions

Implemented:

1. Identified compliance with the competency requirements of the staff and roles identified.

CMP 11.04 The Airport Operator shall have plans to ensure competency requirements are met for those roles where competency requirements have not been met.

Assessor Actions

Implemented:

1. Observed training programs have been provided to staff and roles that do not comply with the minimum competency requirements; or
2. Observed evidence that training has contributed to achieving the required competency levels.

Section 12 – Management Review

MRV 12.01 The Airport Operator shall conduct an IEnvA Management Review on its IEnvA system and environmental performance once a year.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual, to have an IEnvA Management Review at least once every 12 months.

Implemented:

1. Identified meeting report, meeting minutes or any other evidence of an IEnvA Management Review.

Note

An IEnvA Management Review may be incorporated into other management or review meetings.

MRV 12.02 The IEnvA Leadership shall participate in the IEnvA Management Review.

Assessor Actions

Implemented:

1. Observed any evidence that the identified IEnvA Leadership role has participated in the IEnvA Management Review meeting.



MRV 12.03 The Management Review shall contain information on:

- a) Status of action items from the previous meeting.
- b) Changes to the IEnvA Scope, Activities, Aspects and Impacts, Internal and External Influences, and Risk and Opportunities.
- c) Changes to significant Activities, Aspects and Impacts
- d) Performance of Management Plans.
- e) Results of the latest IEnvA Assessments.
- f) The adequacy of resources.
- g) Relevant communications or complaints.
- h) Opportunities for improving policies, processes or procedures related to IEnvA.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction to have the following information/data/reports included in the IEnvA Management Review:
 - a. Status of action items from the previous meeting.
 - b. Changes to the IEnvA Scope, Activities, Aspects and Impacts, Internal and External Influences, and Risk and Opportunities.
 - c. Changes to significant Activities, Aspects and Impacts
 - d. Performance of Management Plans.
 - e. Results of the latest IEnvA Assessments.
 - f. The adequacy of resources.
 - g. Relevant communications or complaints.
 - h. Opportunities for improving Environmental Performance.

Implemented:

1. Observed IEnvA Management Review meeting minutes, meeting report or any other evidence confirming where IEnvA matters were addressed.

MRV 12.04 The Airport Operator shall review, and where possible, improve the suitability, adequacy, and effectiveness of IEnvA.

Assessor Actions

Implemented:

1. Observed any evidence that an IEnvA Management Review meeting has been conducted; and
2. Observed any evidence that IEnvA targets or objectives have been achieved; and
3. Observed Operational Controls that have effectively been implemented as part of the IEnvA System; and
4. Observed any other evidence that IEnvA has contributed to the Airport Operator's environmental management or environmental performance.



MRV 12.05 The Airport Operator shall ensure that the Management Review provides output for improvement opportunities and other changes to be implemented, including time frames and roles and responsibilities.

Assessor Actions

Documented:

1. Identified a documented procedure or instruction, ideally included in the IEnvA manual, to have the following outputs produced by an IEnvA Management Review meeting:
 - a. Outcomes of any requests tabled for consideration to the meeting.
 - b. Actions that need to be taken as a result of the meeting.
 - c. Any relevant strategic changes related to the IEnvA System.
 - d. Time frames applicable to implementation of changes or actions to be completed.

Implemented:

1. Observed any outputs provided by the IEnvA Management Review such as:
 - a. Email feedback (or similar); or
 - b. Meeting minutes or meeting report; or
 - c. any other evidence of output provided from a Management Review.

END.