

Self-Assessment Questionnaire

“This Self-Assessment Checklist is provided only as a guide for its participants and is not intended to be a substitute for professional advice. Therefore; while the results of the Self-Assessment Checklist may be of assistance to the participants, they should always seek for the formal advice of a qualified professional. This Self-Assessment Checklist does not create any contractual obligation of any kind and does not oblige TSKB and/or the participants to enter into any contractual relationship. The information submitted by the participants under the Self-Assessment Checklist will be kept confidential and not be disclosed without the prior consent of the participants.”

Self-Assessment Questionnaire

Determine the resource efficiency potential of your company by completing this self-assessment!

Based on your final score, recommendations are made at a high level – whether or not it would be beneficial for you to have a resource efficiency audit conducted or if there is no recommended action required at this time. If some sections do not apply to you, you don't need to answer those questions.

This self-assessment is developed to help you consider the opportunities for resource efficiency investments in your company and based on your overall score, you can summarise your needs. The generic measures relate to all sectors and processes and the best available technologies (BAT's) solutions will not vary.

Name, Address and Location:

Plant/Company Name	
Address	
Web Site	

Contact Person:

First and Last Name	
Position	
Email	
Phone	
Fax	

BUSINESS PROFILE

Please complete this section if you intend to send your self-assessment profile into TSKB. If you are using it for internal purposes only, there is no need to complete this section.

STRUCTURE AND OWNERSHIP

Nature of the Business and Company Structure (Limited Company; Sole Trader, Farmer etc.)	
What Sector and sub-sector does your business operate it?	
Number of Registered Owners / Shareholders (Please state if they are local or international)	
Number of Employees	
Trading Year runs from / to:	
Tax and Social Insurance Payments – are they fully paid?	
Import / Export Activities: (list the goods and their value for both import and export separately)	
Annual Turnover: (show in total and by product)	

BUSINESS LIFECYCLE

Identify what stage of development the enterprise is currently at.

Existence (0-3 yrs)	Survival (3-5 yrs)	Success (5-10 yrs)	Take-Off (10+ yrs)	Maturity (can happen anytime when sales level off and there is no growth)

PROCESS AND UTILITIES

PROCESS AGE

Please tick the box most relevant to your plant / company. All questions must be answered.

Processes	Evaluation Criteria		
	Average age < 10 years	Average age between 10 and 15	Average age > 15 years
Raw Materials transport vehicles	✗	✓	✗
	3 points	2 points	1 point
Shop/Department 1	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Shop/Department 2	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Shop/Department 3	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Shop/Department 4	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Packaging	Average age < 5 years	Average age between 5 and 15	Average age > 15 years

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Processes	Evaluation Criteria		
	3 points	2 points	1 point
Product Storage	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	3 points	2 points	1 point
Shipping Vehicles	Average age < 10 years	Average age between 10 and 15	Average age > 15 years
	3 points	2 points	1 point

Total Score – Add your scores and show your total in the relevant box below:

12 – 18 Points	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
19 – 25 Points	Room to renew – Recommend Resource Efficiency Audit.
26 – 36 Points	No specific action is recommended at this time.

Process Bottlenecks

Question	Evaluation Criteria		
Do you have bottlenecks in your production process?	No	Limited	Remarkable
	X	✓	X
Where you say yes, can you please specify where and what the causes are?			

UTILITIES AGE ¹

Please tick the box most relevant to your plant / company. All questions must be answered.

Utilities	Evaluation Criteria		
Motors	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Pumps	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	3 points	2 points	1 point
Fans	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	3 points	2 points	1 point
Compressors	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Boilers	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Cooling system	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Lighting	Average age < 5 years	Average age between 5 and 15	Average age > 15 years

¹ In filling in this Section of the checklist please consider average values; in case portions of the plant should have significantly different conditions, please split and duplicate the related line to highlight differences.

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Utilities	Evaluation Criteria		
	6 points	4 points	2 points
Wastewater Treatment	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
CCA Technologies	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points
Measurement System	Average age < 5 years	Average age between 5 and 15	Average age > 15 years
	6 points	4 points	2 points

Total Score – Add your scores and show your total in the relevant box below:

17 - 28 Points	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
29 - 40 Points	Room to renew – Recommend Resource Efficiency Audit.
41 - 51 Points	No specific action is recommended at this time.

BEST AVAILABLE TECHNOLOGIES (BATS) FOR UTILITIES

Please tick the box most relevant to your plant / company. All questions must be answered.

Utility	Technologies	Evaluation Criteria		
		Fully Adopted	Partially Adopted	Not Adopted
Motors	Variable Speed Drive	Fully Adopted	Partially Adopted	Not Adopted
		<input checked="" type="checkbox"/> 3 points	<input checked="" type="checkbox"/> 2 points	<input checked="" type="checkbox"/> 1 point
Motors	High efficiency Motors	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Pumps	Variable Speed Drive	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Pumps	High efficiency Motors	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Fans	Variable Speed Drive	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Fans	High efficiency Motors	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Compressed Air System	Centralised / decentralised system	Decentralised system	Centralised system with nearby users	Centralised system with many far users

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Utility	Technologies	Evaluation Criteria		
		3 points	2 points	1 point
Boilers	Air preheating / ECO / regenerative burners / high-level insulation	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Lighting	LED, HPS, CFL or tubular fluorescent T12 and T5	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Lighting	Incandescent, tubular fluorescent T8	Not Adopted	Partially Adopted	Fully Adopted
		3 points	2 points	1 point
Wastewater treatment	Grey-water recycling technology and process waste water recycling technology	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Wastewater treatment	Type of wastewater treatment	Mech. + chem. + biological	Mechanical + chemical	Mechanical only
		3 points	2 points	1 point
Wastewater treatment	Advanced wastewater treatment technologies such as membrane bioreactor technologies, biofilm aeration etc.	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point

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Utility	Technologies	Evaluation Criteria		
Climate Change Adaptation Technologies for Water	Technologies for Water Leakage Management (including leak detection using acoustic microphones, acoustic loggers on pipe fittings, and tethered in-line leak detectors, infrared and ground penetrating radar, and metering)?	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Climate Change Adaptation Technologies for Water	Technologies facilitating zero liquid discharge process including vertical tube falling film with Seeded slurry or non-seeded evaporators, forced circulation crystallizers, sludge dewatering using filter press, centrifuge, drum dryers, belt press, vacuum filters	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Climate Change Adaptation Technologies for Water	Rainwater-harvesting technologies	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Climate Change Adaptation Technologies for Water	Drinking Water Treatment Technology (including point of use filtration technologies, ultraviolet disinfection processes, coagulant and disinfectant, water storage systems)	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point

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Utility	Technologies	Evaluation Criteria		
Climate Change Adaptation Technologies for Water	Technologies aimed a reduction of sanitary waste use (timed taps, bubbling, timed showers, etc)?	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Climate Change Adaptation Technologies for Water	Water reclamation technologies (to enable waste-water, industrial water, brackish water etc to be treated for other uses)	Fully Adopted	Partially Adopted	Not Adopted
		3 points	2 points	1 point
Resources Measurement and Monitoring	Please provide information as regards the frequency of the measurements of the Resources / Water / Energy Consumption Monitoring System	high	medium	low
		3 points	2 points	1 point
Resources Measurement and Monitoring	The Resources / Water / Energy Consumption Monitoring System measurement equipment is mainly electronic or mechanical?	Electronic	Mixed	Mechanical
		3 points	2 points	1 point
Resources Measurement and Monitoring	The Resources / Water / Energy Consumption Monitoring System data collection system is automatic or made by operator?	Automatic	Mixed	Operator
		3 points	2 points	1 point

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Utility	Technologies	Evaluation Criteria		
Resources Measurement and Monitoring	How is the analysis of the collected data processed? Manual elaboration of data on paper, manual elaboration of data with software support or automatic centralised data processor(s), which integrates the data from the various parts of the facility?	Automatic processor	Manual (software support)	Manual (paper)
		3 points	2 points	1 point
Resources Measurement and Monitoring	At which level of detail is it possible to have Resources / Water / Energy consumptions measurements/data (only at shop level or at single major consumer level)? Are all areas of the facility covered by the resources monitoring system?	Single consumer & all areas	Intermediate cases	Only shop & not all areas
		3 points	2 points	1 point

Total Score – Add your scores and show your total in the relevant box below:

24 - 39 Points	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
40 - 55 Points	Room to renew – Recommend Resource Efficiency Audit.
56 - 72 Points	No specific action is recommended at this time.

CORPORATE SUSTAINABILITY PRACTICES

Please tick the box most relevant to your plant / company. All questions must be answered.

Question	Evaluation Criteria		
	Report Achieved result	Existing Policy	Nothing
Do you have a manufacturing policy taking into account a business process design/redesign to achieve a close-loop system, resources savings and zero waste? In case, what result you have achieved in the last 1-3 years?			
	 3 points	 2 points	 1 point
Do you have any internal program to reduce your resources utilization (material, water, energy)? Are you reporting (auditing) your progress on your Annual Report?	Reported (audit)	Existing programmes	Nothing
	3 points	2 points	1 point
Do you have any internal program to reduce your waste production – pollution prevention? Are you reporting (auditing) your progress on your Annual Report?	Reported (audit)	Existing programmes	Nothing
	3 points	2 points	1 point
Do you have any internal program or policy to improve process automation levels? Are you reporting (auditing) your progress on your Annual Report?	Reported (audit)	Existing programmes	Nothing
	3 points	2 points	1 point
Do you communicate achieved results in resource efficiency/environmental/social fields in your Annual Report (AR)? Do you publish your AR on your website?	AR Published on Company Website	Occasional publication of Company News	Nothing
	3 points	2 points	1 point
Do you have a Customer Satisfaction policy? Do you have an "after sale" program?	After sale	Satisfaction policy	Nothing
	3 points	2 points	1 point

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Question	Evaluation Criteria		
Do you have Resources / Energy Efficiency Corporate Policies (establishing an Energy Manager and /or Energy Management Team) and or relevant Certifications (ISO 50001, ISO 18001,others).	Certification	Structured policies	No policies
	3 points	2 points	1 point
Do you perform Capacity Building and/or training activities concerning Energy Efficiency issues to the technical, sales and marketing personnel?	Each target employee receives training with a regular frequency	Each target employee receives training only once or few times during career	No training
	3 points	2 points	1 point
Do you have Environmental Integrity Corporate Policies (concerning atmosphere, freshwater, land, biodiversity, animal welfare) and / or relevant certifications (ISO 14000, others)?	Certification	Structured policies	No policies
	3 points	2 points	1 point
Do you have Quality Corporate Policies and /or are you certified ISO 9001 (certified is the Company, the process or the product)?	Certification	Structured policies	No policies
	3 points	2 points	1 point
Do you have Social Policies (labour rights, internal and external stakeholders' engagement, human HSE, cultural diversity) and / or Certification (OHSAS 18000)?	Certification	Structured policies	No policies
	3 points	2 points	1 point
Are you adopting a Suppliers Selection Policy considering whether potential suppliers have a quality management system (ISO 9001), or an environmental management system (ISO 14001), or a social performance (please specify yes for all suppliers, yes for all the main suppliers, for few or none)?	Yes for all	Yes for the main ones	Few or none
	3 points	2 points	1 point

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Question	Evaluation Criteria		
What share of your suppliers adopts a Quality Management System (e.g. ISO 9001)?	>75%	75%-25%	<25%
	3 points	2 points	1 point
What share of your suppliers adopts an Environmental Management System (e.g. ISO 14001)?	>75%	75%-25%	<25%
	3 points	2 points	1 point
What share of your suppliers adopts a Social Policy (e.g. ISO 18000)?	>75%	75%-25%	<25%
	3 points	2 points	1 point

Total Score – Add your scores and show your total in the relevant box below:

15 - 24 Points	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
25 - 34 Points	Room to renew – Recommend Resource Efficiency Audit.
35 - 45 Points	No specific action is recommended at this time.

WASTE MANAGEMENT

Please tick the box most relevant to your plant / company. All questions must be answered.

Question	Evaluation Criteria		
Is there a waste management policy? If yes, is it focused on all production lines or on some production lines only?	In all	In some	No policy
	 3 points	 2 points	 1 point
Is there a suitable program for waste disposal ensuring that all wastes can be tracked from source to disposal, in compliance with appropriate waste standards and detailed for each receiving facilities?	Yes	Partially	No or few

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Question	Evaluation Criteria		
	3 points	2 points	1 point
Are there procedures for separate collection of different wastes, including selling / recycling / reuse of wastes?	Separate collection and reuse/ recycling	Separate collection no recycling	No separate collection
Is there a procedure to identify, evaluate and respond to external constraints on waste production/disposal that could impact on your business activities (e.g. higher customers' needs and expectations, stricter public regulations, voluntary standards and competitor initiatives)?	Yes	Procedure partially developed	None

Total Score – Add your scores and show your total in the relevant box below:

4 - 6 Points	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
7 - 9 Points	Room to renew – Recommend Resource Efficiency Audit.
10 – 12 Points	No specific action is recommended at this time.

SELF-ASSESSMENT SUMMARY RATING

Show your scores per each section in the box below to give you an overall view of the need for resource efficiency investment in your company and the potential priority per section.

Section	No specific action is recommended at this time.	Room to renew – Recommend Resource Efficiency Audit.	Need major renewal – Strongly Recommend a Resource Efficiency Audit.
Process Age			
Utilities Age			
Best Available Technologies (BAT's) for Utilities			
Corporate Sustainability Practices			
Waste Management			