

Revised: 04.05.2017

Criterion ID	System criteria
1944 §	The enterprise must ensure access to an updated overview of relevant laws and regulations pertaining to health, environment and safety.
1945 §	The enterprise must establish an environmental policy and goals for health, environment and safety. These must be documented either in the environmental management system or in the action plan for the Eco-Lighthouse's annual climate and environmental report.
1946 §	The enterprise must prepare an organisational chart or similar overview of the key roles in the organisation, such as the Eco-Lighthouse point of contact, the safety representative, chair of the working environment committee, HES manager, head of procurement, and fire safety officer.
1947	The enterprise must prepare written instructions for the employee responsible for Eco-Lighthouse implementation.
1948	The enterprise must prepare an action plan or annual cycle incorporating the main Eco-Lighthouse and HES activities for the year.
1949 §	The enterprise must provide an updated risk assessment covering the working and external environments, and a corresponding action plan.
1950 §	The enterprise must establish procedures for reporting and handling non-compliance.
1951 §	The enterprise must have procedures in place for training employees in basic HES and for informing them of changes. The training must include sound procedures pertaining to the external environment.
6 §	The management must perform an annual review of the HES system and of Eco-Lighthouse procedures to assess whether they work as intended.
5	After certification, the enterprise must inform its customers, suppliers and partners about its environmental activities.
7	On first-time certification the enterprise must prepare a climate and environmental report. After first-time certification the annual climate and environmental report for the whole of the preceding calendar year must be completed and submitted to the Eco-Lighthouse portal by 1 April. The annual climate and environmental report shall be made available to the general public, customers, suppliers and cooperation partners.
1952	The annual climate and environmental report must be presented to all employees at meetings or via the intranet, etc.
Criterion ID	Work environment
9	The enterprise must conduct an HES inspection once a year.
10	The employer and individual employees must establish a dialogue concerning the work environment in the form of, for example, appraisal interviews.

483	In enterprises with more than 30 employees, an employee satisfaction survey must be conducted at least every three years. The results shall be compiled in an HES report.
1953	The enterprise must evaluate potential working environment measures contained in the Eco-Lighthouse ideas bank.
Criterion ID 15 1954 1955 1956 17 1957	Procurement Relevant environmental criteria must be set for all significant procurements of goods or services. The Eco-Lighthouse procurement procedures can be adapted to and incorporated into the enterprise's existing procurement routines. The procurement procedures must be communicated to and implemented by all employees ordering goods and services. The enterprise must keep an updated list of its most significant third-party certified suppliers (Eco-Lighthouse, ISO-14001, EMAS, Nordic Swan or similar) by using the mapping suppliers tool. The information can also be integrated with the enterprise's procurement system. The list, which must be updated annually, must contain: <ol style="list-style-type: none"> 1. The names of the most significant* suppliers, and 2. The names of third-party certified suppliers. The enterprise must influence its suppliers of goods to provide: <ol style="list-style-type: none"> 1. Information about third-party environmentally labelled products offered in, for example the product catalogue, on the Internet, or in specific lists. 2. Annual statistics on the number of eco-labelled products bought by the enterprise. The enterprise must influence its most significant suppliers to undergo environmental certification through a recognized third-party environmental certification scheme (Eco-Lighthouse, ISO-14001, EMAS, Nordic Swan or similar.) When entering into new, major procurement deals lasting several years, the enterprise must consider obliging the other party to commit to third-party environmental certification through a recognized third-party environmental certification scheme (Eco-Lighthouse, ISO-14001, EMAS, Nordic Swan or similar) within one to two years.
Criterion ID 1962 29 34	Transport The enterprise must evaluate potential energy efficiency measures contained in the Eco-Lighthouse ideas bank. The enterprise must establish guidelines preventing unnecessary business travel and promoting environmentally sound solutions for transporting goods. When purchasing or leasing passenger cars (group M1: weight over 7500 kg allowed) for business use, the enterprise must choose low-emission vehicles powered by electricity or hydrogen or, alternatively, biofuel, or hybrid vehicles with the lowest possible emission rates of CO ₂ and NO _x . The vehicle purchasing guide «Nybilvelger» can be used.

1794	Before purchasing or leasing vans (group N1: total weight less than 3500 kg), the enterprise must assess the requirements for the vehicle according to planned use. Based on this assessment, the the enterprise must choose the vehicle with the lowest emissions of CO2 and NOx. The vehicle purchasing guide «Nybilvelger» can be used.
Criterion ID	Waste
40	The enterprise must have a source separation system in place, and instructions describing it.
36	The enterprise must evaluate potential waste management measures contained in the Eco-Lighthouse ideas bank.
42 §	Hazardous waste and waste of electrical and electronic equipment (WEEE) must be securely stored and delivered to an approved reception facility, in accordance with the Regulations relating to the Recycling of Waste (Waste Regulations).
Criterion ID	Aesthetics
45	The enterprise's premises, including any outdoor areas, must be kept clean and tidy.
Criterion ID	Additional environmental aspects
1963	The enterprise must identify other significant environmental aspects of the enterprise, and consider any necessary action and/or inclusion in the annual climate and environmental report and /or monitoring through the action plan.