

# Guidance to the General Industry criteria



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Criterion Id	Guidance on the criterion
D	D' denotes documentation either in the HSE system or in the environmental reviews under Documents. Recommend uploading to environment criteria. This will help the certifier prepare for and save time during the actual certification meeting, and give him/her the opportunity to ask other questions.
1 944	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.1. The intention of the criterion is that the enterprise should have an overview and ensure adherence to the most important laws and regulations linked to Health, Environmental and Safety Activities.</p> <p>An overview of laws and regulations can be stored either electronically or in a HSE folder. See an example of such an overview of laws and regulations, in this case for Master painters, by following the link to external guidance.</p> <p>The website <a href="http://www.regelhjelp.no">www.regelhjelp.no</a> can be used as a tool to obtain a summary of the most important HSE requirements for your industry. You can also subscribe to a newsletter to receive notifications of amendments to regulations. A subscription to <a href="http://www.lovdatab.no">www.lovdatab.no</a> may also prove useful for large enterprises.</p>
1 945	<p>All Norwegian enterprises are required by law to have a health, safety and environment (HSE) system in place, pursuant to the Internal Control Regulations, section 5. The existing HSE system forms the foundation on which Eco-Lighthouse certification is based, and the aim is to incorporate internal and external environment management procedures from the Eco-Lighthouse industry criteria into the existing HSE system (or quality management system) rather than let it stand as a subsidiary system. Environmental policy, environmental goals for the working environment and external environment, procedures for procurements, energy, transport, waste and emissions into the air and water, and environmental reports are all gathered and incorporated into the HSE / internal control system. The specific subgoals in the environmental report must be viewed in the context of the environmental policy and the overall HSE goals. Under the Internal Control Regulations, section 5.4, Norwegian enterprises are required to set overall goals for health, safety and environment.</p> <p>The Eco-Lighthouse Foundation focuses on the external environment. The Eco-Lighthouse Foundation puts forward the following proposals for how the enterprise can formulate environmental goals for its working environment and external environment: On first-time certification, a review of our certification criteria and completion of the climate and environmental report will form the basis for formulating the enterprise's environmental goals. The overall goals must cover the working environment and the external environment, and they ought to be ambitious. The goals may be set as subgoals for the coming year or as long-term goals. These goals are declared in the action plan and in the annual climate and environmental report in the Eco-Lighthouse portal. These goals are declared in the action plan and in the annual climate and environmental report in the Eco-Lighthouse portal. We recommend formulating the goals according to SMARTER criteria (Specific – Measurable – Accepted – Realistic – Time-specific – Evaluable). The Eco-Lighthouse Foundation has prepared a sample document of how environmental goals can be formulated; see external guidance.</p> <p>The Eco-Lighthouse Foundation also requires an environmental policy to be developed describing the management's obligations for ensuring that the organisation/enterprise works continually and systematically on improving the enterprise's environmental performance. The environmental policy must contain an obligation to:</p> <ul style="list-style-type: none"> <li>- work continuously on reducing the internal and external environmental impact of the enterprise</li> <li>- observe laws and regulations with which it is required to comply</li> <li>- reduce environmental impact further than what is required through environmental legislation. The environmental policy, overall goals and subgoals must be closely intertwined. The environmental policy and the overall goals must be covered in the annual climate and environmental report.</li> </ul>
1 946	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.5. The purpose of this is for the enterprise to have a good overview of its organisation, with clearly defined responsibilities, authority and tasks. It should be easy for employees to find out who is responsible for health and safety, Eco-Lighthouse implementation, procurement, etc. This overview can be made available in the HSE folder, the intranet or on notice boards. The Eco-Lighthouse Foundation has prepared a sample overview; click on external guidance below. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p> <p>The purpose of this criterion is to clarify the tasks and authority of the person responsible for Eco-Lighthouse implementation in the enterprise.</p>
1 947	<p>The purpose of this criterion is to clarify the tasks and authority of the person responsible for Eco-Lighthouse implementation in the enterprise.</p> <p>The Eco-Lighthouse Foundation has prepared a draft set of instructions for the Eco-Lighthouse coordinator that can be adapted to suit the enterprise. See the draft instructions here (<a href="#">link to external guidance</a>).</p> <p>Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p>

1 948	<p>The purpose of this criterion is to obtain an overview of HSE activities for the year and to ensure that Eco-Lighthouse procedures and tasks be integrated into this overview.</p> <p>Section 5.3 of the Internal Control Regulations require employees to be involved in HSE activities. This criterion is met by documenting that the enterprise's HSE activities and the Eco-Lighthouse Foundation are on the agenda during the year (at personnel meetings, for example).</p> <p>The Eco-Lighthouse Foundation has prepared a sample activities plan here (link to external guidance). Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p>
1 949	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.6. See sample templates for risk assessments by clicking on the external guidance below. NB: If your enterprise belongs to an industry that uses or imports hazardous chemicals/products, such as a building contractor or a wholesaler, further risk assessments are required for those chemicals and products. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p>
1 950	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.7.</p> <p>See sample templates for nonconformity procedures by clicking on the external guidance below. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p>
1 951	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.2. The purpose is to ensure that employees possess the sufficient knowledge and skills to perform their work in a proper manner and in accordance with HSE regulations. The scope of employee training will depend on the risks associated with the enterprise's activities.</p>
6	<p>The legal authority for the criterion is the Regulations relating to Systematic Health, Environmental and Safety Activities in Enterprises (Internal Control Regulations), section 5.8. The enterprise must monitor the HSE system and annually implement the system and internal audit to ensure that the HSE system works as intended. The Eco-Lighthouse procedures for external environments must be integrated with the HSE system and be made an inherent part of the internal audit. The management has main responsibility for the HSE system and for the integrated Eco-Lighthouse procedures, and must annually review them to ensure that they work as intended. How managements conduct the review in practice will vary between enterprises. The important point is to find practical solutions. See the sample content for the management's annual review and a checklist for annual reviews of the HSE system (internal audit) by clicking on the external guidance below. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p> <p>NB: In addition to examining the criteria related to HSE, it is important that the consultant/enterprise also examines the enterprise's HSE system as a whole. The consultant/enterprise must examine whether the HSE system works well in practice and is well structured.</p>
5	<p>Once the enterprise is approved as an Eco-Lighthouse enterprise, its environmental engagement must be communicated to customers, suppliers and business partners. Enterprises are encourage to use their own channels to do this, such as websites, intranets, newsletters, social media, press releases, and other material. The Eco-Lighthouse Foundation's logo may be used in connection with these activities (the logo can be downloaded from <a href="http://www.miljøfyrtårn.no">www.miljøfyrtårn.no</a>).</p> <p>Enterprises are also encouraged to display the Eco-Lighthouse diploma so that it can be seen by customers and employees (other marketing material such as stickers and business signage can be ordered via the Eco-Lighthouse Foundation's website). The results of the annual climate and environmental report may also be used to show the results achieved by becoming an Eco-Lighthouse enterprise.</p>
7	<p>The climate and environmental report is a management tool for environmental activities. The goal is for enterprises to document improvements in their performance every year in the environmental report.</p> <p>The tool consists of two parts: a report on the previous year's environmental performance and an action plan for the coming year. The action plan should be included in the enterprise's other plans.</p> <p>The annual climate and environmental report must be made available to the general public and to customers, suppliers and cooperation partners. This can be done by publishing it on the enterprise's website or by stating on the website that it will be made available to members of the general public or to customers and suppliers on request. When the climate and environmental report is submitted, several options are offered for how it should be made available. One can choose between PDF format or a publicly accessible link. If another format is preferred, the content of the template from the publicly accessible link in the portal must be used.</p> <p>The climate and environmental report must be completed by 1 April every year. All the fields must be completed, except for those marked optional. If there are fields that are not relevant for the enterprise or that cannot be answered, these must be explained in the comment field.</p>

1 952	<p>Each enterprises decides how the content in the climate and environmental report should be presented to the employees. The important point is that all employees receive information about the results the enterprise has achieved as an Eco-Lighthouse enterprise.</p> <p>On submission of the annual climate and environmental report, the enterprise will be given a link to statistics showing the enterprise's environmental performance for the criteria working environment, procurements, energy, transport and waste. These statistics may be shared with employees and used externally to publicise the enterprise's environmental engagement and performance.</p>
9	The health and safety walkabout must systematically check that conditions required by law and internal guidelines are being followed. Important HMS and Eco-Lighthouse procedures for internal and external environments must be integrated into the health and safety walkabout/inspection.
10	The Eco-Lighthouse Foundation has prepared a form that can be used for appraisal interviews; click on the external guidance below. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
483	The Eco-Lighthouse Foundation has prepared employee surveys; click on the external guidance below. Alternatively, samples can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
1953	The purpose of the criterion is to ensure that the enterprise has access to an ideas bank with relevant working environment measures. The enterprise is encouraged to implement new measures every certification period. The enterprise must review the ideas bank to find relevant measures that could be added to the action plan or carried out immediately. The results/summary of the review of the ideas bank must be described in the comment field in the environmental review or in the action plan in the climate and environmental report, or must refer to a completed Excel spreadsheet that can be uploaded in the environmental review. The ideas bank can be accessed by clicking on the external guidance. Alternatively, it can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
15	The Eco-Lighthouse Foundation has prepared two templates for general procurement procedures with relevant environmental criteria adapted to private and public enterprises. Click on the external guidance for access to specific examples. Alternatively, sample procurement procedures can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
1 954	Assign responsibility for procurements and ensure that procurement procedures are known and followed up by those responsible when procurements are made for goods and services.
1 955	The Eco-Lighthouse Foundation has prepared a tool called 'Mapping Suppliers' to help the enterprise gain an overview of its own goods and services suppliers and of which suppliers are eco-certified. This tool can be accessed by clicking on the external guidance. Alternatively, it can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
1 956	See the external guidance for access to tools to help the enterprise monitor third-party eco-labelled products. Alternatively, the tool can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
17	Enterprises with no permanent agreement may only encourage and influence its suppliers to obtain eco-certification. By, for example, sending e-mails or informing at meetings that they are in the process of obtaining Eco-Lighthouse certification, they can encourage suppliers to take environmental responsibility through the official third-party eco- certification schemes Eco-Lighthouse, Nordic Swan ecolabel, EU Ecolabel, ISO 14001 and EMAS.
1 957	The assessment must cover the contractual value, duration and importance in terms of environmental impacts resulting from the agreement. The criterion is legally assessed and may be set as a contractual condition.
24	The purpose of the criterion is to ensure that the enterprise has access to an ideas bank with relevant energy efficiency measures. The enterprise is encouraged to implement new measures every certification period. The enterprise must review the ideas bank to find relevant measures that could be added to the action plan or carried out immediately. The results/summary of the review of the ideas bank must be described in the comment field in the environmental review or in the action plan in the climate and environmental report, or must refer to a completed Excel spreadsheet that can be uploaded in the environmental review. The ideas bank can be accessed by clicking on the external guidance. Alternatively, it can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.

22	<p>The purpose of monitoring energy consumption is to reveal any nonconformity in order to ensure lowest possible energy consumption. Stationary energy consumption covers all energy consumption for heating/cooling of buildings, lighting, ventilation, production and technical equipment. Transport is not included.</p> <p>Measured energy consumption distributed by energy source in kWh/year and heated space must be declared in the environmental report, in accordance with Industry Criterion 7.</p> <p>NB: Energy suppliers/grid suppliers often offer a service whereby customers can log in and monitor annual energy consumption. Some premises can obtain information on hourly energy consumption rates from their grid supplier's website. The user name and password is often provided on the invoice. Energy suppliers can provide summaries of reports of energy consumption for most premises. Checking the accounting system for invoices for energy consumption may reveal ways of making significant savings.</p> <p>Possible exception from this requirement: tenants without electricity meters. It is sufficient to give an estimate of energy consumption (kWh/year) in the environmental report.</p> <p>It should be possible to register energy consumption for individual tenants on separate meters in order to produce separate accounts as far as possible.</p>
1 958	<p>For tenants, it is sufficient that the enterprise requests an energy performance certificate from the building owner by telephone, e-mail or in a meeting. The energy performance certificate provides the tenant with information on its energy consumption for the past year and on the building's energy efficiency in terms of energy efficiency classes A (best) to G (poorest). A heating mode energy efficiency category (from green to red) giving information about room and tap water can be covered by sources other than electricity and oil.</p> <p>All commercial and industrial buildings over 50 sq m (gross floor area) must be energy-labelled in connection with lease or sale. An additional requirement applies to large commercial and industrial buildings (1,000 sq m total gross floor area) for a valid energy performance certificate independent of lease or sale. The building owner is required to prepare an energy performance certificate.</p>
1 959	<p>Influence in this context means that the tenant actively raises the matter of replacing oil furnaces with the building owner by telephone, e-mail or in a meeting. See the external guidance for more information about how oil furnaces can be replaced by less environmentally harmful heating systems.</p>
1 962	<p>Transport based on diesel- and petrol-driven vehicles creates large emissions of CO<sub>2</sub>, NO<sub>x</sub> and airborne dust, which in turn contribute to both local and global pollution. The goal is to reduce the need for transport in connection with official travel and goods transport. The Eco-Lighthouse Foundation has therefore established an ideas bank for potential transport measures. Enterprises are encouraged to implement new measures between certification periods. The enterprise must review the ideas bank to find relevant measures that could be added to the action plan or carried out immediately. The results/summary of the review of the ideas bank must be described in the comment field in the environmental review or in the action plan in the climate and environmental report, or must refer to a completed Excel spreadsheet that can be uploaded in the environmental review. The ideas bank can be accessed by clicking on the external guidance. Alternatively, the tool can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.</p>
30	<p>The certifier must ask orally for the enterprise's travel guidelines and check that employees have been made aware of them. Talk to the employees during the inspection.</p>
34	<p>In 2012 the Norwegian parliament decided that, effective from 2020, the average level of CO<sub>2</sub> emissions from new vehicles must not exceed 85 grams per kilometre, which is 10 grams lower than the EU level. According to the Eco-Lighthouse Foundation's assessment, the current market is already maturing, and technology development and facilitation of sound policy instruments by the Norwegian authorities and the EU will gradually resolve the challenges posed by electric and hybrid vehicles. We appreciate that there will be challenges in terms of need, and that hybrid vehicles and vehicles powered by electricity or biofuel will in some cases be inappropriate. In such cases, the Eco-Lighthouse Foundation will require a needs assessment to be carried out (based on range, accessibility to charging points/filling points, disabilities, traction/trailer requirements) that justify vehicle choice, and that can be documented and presented to the certifier on certification/recertification. The needs assessment must explain why it is not possible to choose low-emission vehicles defined by the Eco-Lighthouse Foundation for passenger vehicles such as hybrid vehicles and vehicles powered by electricity or biohydrogen, and explain which car was chosen as well as its CO<sub>2</sub> and NO<sub>x</sub> emission levels.</p> <p>See external guidance for link to the tool entitled 'New Vehicle Selector'.</p>
1 794	<p>See the external guidance for a link to the tool entitled 'New Vehicle Selector'.</p>
40	<p>The criterion requires a review of the enterprise's source separation system/waste management system. In order to gain an overview of the waste generated by the enterprise, examine whether the current source separation system is satisfactory and consider potential improvement measures. Examples of established systems of separating waste at source (waste fractions) are: organic waste/food waste, paper and cardboard, plastic, metal, EE waste, glass, etc.</p> <p>After the review of the current waste management system is prepared, internal instructions on source separation must be issued to all employees. Cleaning contractors should also be notified of the source separation instructions. See the external guidance for examples of source separation instructions, or access examples from the enterprise page in the portal under the section on Guidance/Tools.</p>

36	The purpose of the criterion is to ensure that the enterprise has access to an ideas bank with relevant waste management measures. The enterprise is encouraged to implement new measures every certification period. The enterprise must review the ideas bank to find relevant measures that could be added to the action plan or carried out immediately. The results/summary of the review of the ideas bank must be described in the comment field in the environmental review or in the action plan in the climate and environmental report, or must refer to a completed Excel spreadsheet that can be uploaded in the environmental review. The ideas bank can be accessed by clicking on the external guidance. Alternatively, the tool can be accessed from the enterprise page in the portal, under the section on Guidance/Tools.
42	See the external guidance for more information about hazardous waste and EE waste.
1 963	A separate assessment of other environmental aspects will suffice, where the enterprise considers it necessary to implement additional measures. The enterprise is free to choose which method it wishes to implement in order to address these environmental aspects, but it can be tied in with the risk analysis for the external environment.