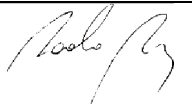




# Friend of the Earth Sustainable Sport

## Criteria and Indicators for the Certification of Sustainable Sport Standard

REV	DATE	REASON	VALIDATION	APPROVAL
1	27/02/2020	First issue	Paolo Bray	



## Foreword

Friend of the Earth is an international certification scheme for sustainable agriculture and breeding. It was developed using the SAFA (Sustainability Assessment of Food and Agriculture systems) guidelines set by the FAO (United Nations Food and Agriculture Organisation) and its principles are based on the safeguarding and protection of the entire ecosystem within which certified companies carry out their activities. The Sustainable Sport Standard is designed specifically to certify Organizations in sport under the Friend of the Earth scheme.

Requirements are classified as Essential, Important or Recommendations, according to their level of importance.

**Essential Requirements:** The company under audit shall be 100% compliant with Essential Requirements to be recommended for certification by the Certification Body (CB). Failure to comply with essential requirements is a major non-conformity. To achieve certification, corrective actions shall be implemented within three months from the date of assessment of non-conformities. The company under audit shall provide the CB with satisfactory evidence of correction of all major non-conformities, if necessary, with additional audits.

**Important Requirements:** Failure to comply with Important Requirements is a minor non-conformity. To achieve certification, the company under audit shall first propose a corrective action plan within maximum three weeks from the date of assessment of the non-conformities - to the satisfaction of the CB. In the proposal, the company under audit shall include the timeframe for the implementation of each corrective action, considering that all minor non-conformities must be closed before the surveillance audit. The proposal shall be analysed by the CB regarding its consistency and feasibility. If accepted, the certificate can be granted. Then, in the surveillance audit, the company under audit shall be able to demonstrate that all minor non-conformities reported in the approved proposal were solved. If the approved proposal has not been fully implemented, the certificate is suspended until the resolution of any remaining minor non-conformities.

**Recommendations:** It is not compulsory for the company under audit to comply with recommendations to achieve certification. Nonetheless, compliance with recommendations shall be verified during the audit and any non-conformities shall be highlighted in the audit report as a "recommendation". The company under audit shall inform the CB, during the following audit, regarding any corrective measures implemented.

Requirements that are not applicable to the audited unit of certification will be marked with "N.A."



## REQUIREMENT CATEGORIES

1. AUTHORIZATION AND PERMIT
2. SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM
3. LEGAL COMPLIANCE
4. TRANSPORT AND RECREATIONAL ACTIVITIES
5. QUALITY MANAGEMENT SYSTEM
6. RISK MANAGEMENT SYSTEM
7. ETHICS
8. WATER RESOURCES
9. AIR RESOURCES
10. WASTE MANAGEMENT
11. ENERGY MANAGEMENT
12. SOCIAL ACCOUNTABILITY



<b>Organization - Company Name:</b>		
a) ADDRESS OF THE ORGANIZATION:		
b) IS THE ORGANIZATION TO BE AUDITED PART OF A GROUP OR ASSOCIATION?		
c) ORGANIZATION ADDRESS:		
<b>ORGANIZATION name</b>	<b>Coordinates</b>	<b>Description</b>
d) FIELDS AND ORGANIZATION AUDITED ON SITE: (The auditor must list the fields)		
<b>ORGANIZATION name:</b>	<b>Coordinates:</b>	<b>Description:</b>
e) ORGANIZATION AREA / ADDRESS: (e.g. coordinates, size, etc.. Include a map when available)		
f) SPORT AND CONDUCTED ACTIVITIES:		
g) TOTAL NUMBER OF EMPLOYEES:		
<b>Company members</b>	<b>External</b>	<b>Total</b>
h) ENVIRONMENTAL CERTIFICATIONS AVAILABLE:		
i) OTHER RELEVANT INFORMATION:		
j) NAME, ROLE AND CONTACT OF THE REPRESENTATIVE OF THE COMPANY UNDER AUDIT ACCOMPANYING THE AUDITOR DURING THE INSPECTION:		



k) TYPE OF THE AUDIT (INITIAL AUDIT, SURVEILLANCE, RECERTIFICATION AUDIT):

- The Friend of the Earth project has already been presented (If not, the auditor should provide a short description)
- The audited enterprise has been informed that in case of approval confirmation, it can use the Friend of the Earth logo on its certified products
- The enterprise is in possession of a copy of the Organization chart that identifies the roles of the staff involved in the audit
- The length of the audit has been agreed upon.
- The data in the Preliminary Information Form have been confirmed: (In case of different information, please give details)

<b>Certification Body:</b>	<b>Audit Team:</b>	<b>Audit Start and End Date:</b>
<b>Signature of the Auditor:</b>	<b>Name of the Responsible person from the Organization accompanying the Auditor during the Audit:</b>	<b>Audit Code:</b>

**NOTES FOR THE AUDITOR**

- 1) **The Auditor must complete all fields of the checklist**
- 2) **The Auditor must read the notes in the blue boxes before filling in the fields**



- 3) **The Auditor must provide an explanation when the qualification requirements are not applicable**
- 4) **The Auditor must answer Yes (Y) when the Organization- Company is compliant with the requirement and No (N) when it is not compliant**
- 5) **The Auditor must provide comments and explanations for positive or negative responses. Yes, No or Not Applicable are not sufficient. Any significant documentation must be attached to the final audit report in a separate and numbered annex**
- 6) **Photographs added to the checklist and/or as an annex would be helpful**



## **1 – AUTHORIZATION AND PERMITS**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Information</b>	<b>Y/N</b>	<b>Comments</b>
<b>1.1</b>	The ORGANIZATION under audit has all the national legal authorizations and permits to carry on its sport	Essential	The related documents shall be attached to the audit report.		

## **2 - SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Information</b>	<b>Y/N</b>	<b>Comments</b>
<b>2.1</b>	The Organization has a social and environmental management system that contains the necessary policies, programs, procedures, and records that prove compliance with this standard.	Essential	Procedure and evidence of conformity		
<b>2.2</b>	The Organization has identified a person responsible for verifying compliance with the social and environmental management system	Essential	Procedure and evidence of conformity		
<b>2.3</b>	All documentation related to the social and environmental management system has been filed for at least three years.	Important	Procedure and evidence of conformity		
<b>2.4</b>	The Organization has carried out an LCA on its activities system, including all inputs	Recommendation	Procedure and evidence of conformity		
<b>2.5</b>	The preliminary identification of potential significant environmental and social impacts, and proposed actions to mitigate any negative impacts	Essential	Procedure and evidence of conformity		
The auditor must be able to examine the documentary evidence in support of the above requirements.					



### **3 - LEGAL COMPLIANCE**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Information</b>	<b>Y/N</b>	<b>Comments</b>
<b>2.6</b>	<b>Human Resources</b>				
2.6.1	The Organization has defined practices that prevent access by unauthorized persons to the work establishments.	Important	Procedure and evidence of conformity		
2.6.2	There is training of internal personnel and of personnel external to the Organization (if it is necessary to use them). There is a record of training activities that have been carried out, which indicates whether they included subjects related to the protection of the environment and prevention of dangerous practices in this regard.	Important	Procedure and evidence of conformity		
<b>2.7</b>	<b>Emergency procedures</b>				
2.7.1	There are procedures for dealing with an emergency. They contain at least the following elements: map or address of the ORGANIZATION, contact person/s, list of phone numbers for emergencies, location of the nearest telephone, location of fire extinguishers, main electricity switches and valves for shutting off water and gas.	Important	Procedure and evidence of conformity		
2.7.2	There are procedures to implement appropriate corrective actions in case of accidents related to waste management	Important	Procedure and evidence of conformity		
<b>2.8</b>	Machinery and equipment: All machines and equipment are maintained in such a way that breakages and faults that can pollute the surrounding environment are prevented.	Important	Procedure and evidence of conformity		
<b>2.9</b>	The Organization is ISO 14001 Certified.	Recommendation			





No.	Requirement	Level	Y/N	Comments
3.1	The Organization provides evidence that sport activities and operations comply with all local, federal, state, and international environmental laws and regulations.	Essential		
3.2	Health authorization: The Organization has its own identification number.	Essential		
The auditor must be allowed to review the documentary evidence from the official authorities.				

#### **4 TRANSPORT AND RECREATIONAL ACITIVITIES**

No.	Requirement	Level	Y/N	Comments
<b>4.1</b>	<b>TRANSPORTATION</b>			
4.1.1	The Organization provides evidence that all activities are supported by a public transport system in accordance with the local rules.	Essential		
4.1.2	The Organization provides a transportation system easily accessible and in accordance with environmental protection regulations	Important		
4.1.3	A Public transport system accessible for the disabled for every event	Essential		
<b>4.2</b>	<b>RECREATIONAL ACTIVITIES</b>			
4.2.1	The Organization provides a system of recreational – collateral activities in accordance with the context	Essential		
4.2.2.	The Organization provides a Green Development Project as a collateral activity within the framework of the discipline carried out.	Important		
<b>4.3</b>	The Organization shall provide a clear compensation for any damage caused by failure of sports service	Important		



## **5 – QUALITY MANAGEMENT SYSTEM**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>5.1</b>	The Organization shall provide a description as detailed as possible of the context in which the sporting activities take place	Essential		
<b>5.2</b>	The Organization shall provide the most detailed description of the leadership and clear Organigram as a commitment in respect of which sports activities take place	Important		
<b>5.3</b>	The Organization shall provide a clear Quality Policy aimed at its sporting activities and its strategic direction.	Important		
<b>5.4</b>	The Organization shall clearly classify all the Stakeholders involved in their sports activities, both internal and external to the context previously determined.	Important		
<b>5.5</b>	The Organization shall determine the resources needed to implement the system and encourage continuous improvement.	Important		
<b>5.6</b>	The Organization shall determine the correct communication processes and transparency with all Stakeholders involved in sports activities.	Important		
<b>5.7.</b>	The Organization shall determine a plan for identifying emergency situations, aspects, and related impacts.	Important		
<b>5.8.</b>	The Organization shall be aware of its internal skills, and knowledge of the sports activities carried out	Important		
<b>5.9.</b>	The Organization shall arrange to select future improvement opportunities for sports activities carried out and related services	Important		
5.10	The Organization is ISO 9001:2015 Certified	Recommendation		

The auditor must be able to examine the documentary evidence in support of the above requirements.



## **6 RISK MANAGEMENT SYSTEM**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>6.1</b>	The Organization shall be responsible for a correct and aware Risk Analysis.	Essential		
<b>6.2</b>	The organization shall provide a clear definition of RISK with respect to the sport sector involved.	Important		
<b>6.3</b>	The Organization shall establish and document the Risk Management Process with respect to sports activities.	Important		
<b>6.4</b>	The Organization shall provide a clear and transparent Risk Communication in relation to their sport activities.	Important		
<b>6.5</b>	The Organization shall provide a clear Strategy with respect to potential risk derived from medical alteration or health problem derived from sport activities.	Important		
<b>6.6</b>	The Organization shall provide a clear strategy to avoid negative events, such as Health and Safety Management, Environmental Risk Management, Incident and Crisis management, Reputational Risk Management and Contract Risk Management.	Important		
<b>6.7</b>	The Organization is compliant with the International Doping Regulation.	Essential		
<b>6.8</b>	The Organization shall arrange for a clear Organigram and Risk Manager in relation to your sport activities.	Recommendation		
<b>6.9</b>	The Organization shall provide a clear strategy in response to the risk derived from sporting events.	Important		
<b>6.10</b>	The Organization is ISO 31000:2018 Certified	Recommendation		



## **7 ETHICS**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>7.1</b>	The Organization shall provide an Ethical Code and give documentary evidence.	Essential		
<b>7.2</b>	The Organization shall provide an effective Communication strategy to inform all the Stakeholders about the Ethical Code	Important		
<b>7.3</b>	The Organization shall have an Anticorruption Policy and provide documentary evidence.	Important		
<b>7.4</b>	The Organization shall provide a clear and effective Privacy Policy in accordance with the current Legislation (e.g. EU Regulation GDPR n. 2016/679)	Essential		

## **8 WATER RESOURCES**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>8.1</b>	Water:			
8.1.1	For water other than that from the mains network, an analysis is conducted at least a year.	Important		
The auditor must verify where the water used by the Organization comes from (Tap water, mains water, other water sources ...)				
<b>8.2</b>	Water Inputs			
8.2.1	All the surface or underground water used by the Organization, for domestic or processing purposes must have the respective concessions and permits from the corresponding legal or environmental authorities.	Essential		



8.2.2	If polluted, must undergo the appropriate purifying treatment, e.g. reverse osmosis or UV	Essential		
<b>8.3</b>	<b>Water Outputs</b>			
8.3.1	The Organization must not discharge or deposit industrial or domestic wastewater into natural water bodies without demonstrating that the discharged water complies with the respective legal requirements, and that the wastewater's physical and biochemical characteristics do not degrade the receiving water body.	Essential		
8.3.2	If legal requirements do not exist, the discharged wastewater must comply with the following minimum parameters:			
8.3.2.1	Biochemical Oxygen Demand (BOD <sub>5</sub> , 20) or Total Suspended Solids: Less than 50 mg/L	Essential		
8.3.2.2	pH: between 6.0 - 8.0	Essential		
8.3.2.3	Grease and oils: Less than 30 mg/L	Essential		
8.3.2.4	Fecal coliforms: Absent	Essential		
8.3.3	The Organization recovers and reuses (or passes onto a third party for reuse) all substances that can be recovered from wastewater with the appropriate treatment.	Recommendation		
<b>8.4</b>	<b>Rainwater</b>			
8.4.1	Rainwater is collected for use in washing operations or other activities conducted by the Organization.	Recommendation		
Analysis/data must be updated at least every three years				

## **9 AIR RESOURCES**



<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>9.1</b>	The Organization has identified the on-facility sources of dust and particulate emissions. The Organization has defined the reduction targets and strategies to achieve these.	Essential		
<b>9.2</b>	The Organization does not use ozone-destructive products/substances.	Essential		



## **10 WASTE MANAGEMENT**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>10.1</b>	There is evidence of proper disposal of all facility waste streams.	Essential		
<b>10.2</b>	All waste material is treated in the appropriate manner (removed, treated and removed, treated and reused, etc.) with appropriate frequency.	Essential		
<b>10.3</b>	The Company is equipped with facilities adequate to prevent pollution of the facilities and the surrounding areas.	Essential		
<b>10.4</b>	The appropriate third-party companies are involved in disposal activities, if applicable.	Important		
<b>10.5</b>	<b>Composting/Reuse</b>			
10.5.1	The Organization reuses or recycles all waste from inorganic materials that can be reused or recycled in accordance with national and local regulations on waste separation.	Essential		
10.5.2	Where applicable, organic material is composted and/or reused. There is a standard procedure for conserving materials that can be reused.	Important		
<b>10.6</b>	There are procedures for segregating organic and non-organic wastes to facilitate recovery for reuse/recycling/composting	Essential		
<b>10.7</b>	Where applicable, the company does not use CFC, HCFC, HFC or other refrigerants that cause ozone depletion.	Essential		
It is the task of the auditor to gather all the necessary documentation to verify the methods of disposal of the various wastes by the Organization and to attach a brief description.				



## **11 ENERGY MANAGEMENT**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>11.1</b>	<p>Energy monitoring: The current net total energy consumption of the operations is calculated annually, including:</p> <ol style="list-style-type: none"> <li>1. direct consumption of energy generated offsite (both renewable and non-renewable),</li> <li>2. on-site renewable energy production and consumption,</li> <li>3. transportation and facility equipment operation fuels,</li> <li>4. embedded energy use and production</li> </ol>	Important		
<b>11.2</b>	Energy efficiency from electronic machines is optimized through appropriate knowledge adjustment, and calibration of the equipment.	Essential		
<b>11.3</b>	Energy resource reduction goals have been defined, as well as strategies and evaluation methods for achieving these goals.	Important		
<b>11.4</b>	<p>Renewable Energy</p> <p>The Organization is committed to get the energy they need by using renewable energy systems. Although not all the energy needs to come from renewable sources, the organization engages in the acquisition of "green credits" on the market</p>	Important		
<b>11.5</b>	The Organization is ISO 50001 Certified.	Recommendation		





## **12 SOCIAL ACCOUNTABILITY**

<b>No.</b>	<b>Requirement</b>	<b>Level</b>	<b>Y/N</b>	<b>Comments</b>
<b>12.1</b>	The Organization must respect human rights by conforming to the following requirements:			
<b>12.2</b>	Compliance with International and ILO directives regarding child labor	Essential		
<b>12.3</b>	Remunerating collaborators with salaries conforming at least to the legal minimum legal wages.	Essential		
<b>12.4</b>	Assuring workers' access to medical care	Essential		
<b>12.5</b>	Applying safety measures in accordance with Legal requirements	Essential		
<b>12.6</b>	Keep records of accidents or injuries.	Important		
<b>12.7</b>	No forced or compulsory labor	Essential		
<b>12.8</b>	No discrimination	Essential		
<b>12.9</b>	The Organization is SA8000 certified.	Recommendation		
The auditor must check conformity to requirements via documented evidence (examples of labor contracts) and onsite observations.				



Additional Comments:

### CONCLUSIONS:

It is important that the auditor also completes the following fields:

- The Organization **CONFORMS** to Friend of the Sport Standard requirements.
- The Organization **DOES NOT CONFORM** to Friend of the Sport Standard requirements.

The auditor has found the following nonconformities:

MAJOR NONCONFORMITY (to conform within 3 months)

Specify:

No.	Requirement	Level	YES/NO	Comment

MINOR NONCONFORMITY (proposal within 4 months and conformity within 1 year)

Specify:

No.	Requirement	Level	YES/NO	Comment



RECOMMENDATIONS (notification before the subsequent inspection)

Specify:

No.	Requirement	Level	YES/NO	Comment