

InEDIC Ecodesign Manual

Tool 15: Environmental management systems and ecodesign checklist

	Implemented	Not implemented	Could be improved	Notes
Scope definition				
1. The scope of the environmental management systems includes the design and development processes.				
Environmental policy				
1. The policy commitments are adequate to the nature and scale of the environmental impacts of products over their life cycles.				
2. The policy includes a commitment to comply with the legal requirements related to the environmental aspects of the products.				
3. The policy includes a commitment to comply with other requirements that the company subscribes, related to the environmental aspects of the products, activities and services.				
4. The policy includes a commitment to the continual improvement of the products over the life cycle.				
5. The policy includes a commitment to the continual improvement of the ecodesign process.				
6. The policy includes a commitment to prevention of pollution in the ecodesign process (product to be designed or to be redesigned).				
Planning				
Environmental aspects				
1. The environmental aspects of the company's products over the entire life cycle have been identified.				

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2. The environmental impacts related to the identified aspects have been described.				
3. The significance of the environmental aspects of the products over their life cycles has been evaluated.				
4. In the initial phase of the eco(re)design of a product, steps 1, 2 and 3 above have been performed to the reference product.				
5. In the initial phase of the ecodesign of a totally new product in the company, steps 1, 2 and 3 above have been performed on the basis of a similar product existing on the market or a hypothetical reference.				
Legal and other requirements				
1. The company has identified and has access to the legal requirements that apply to its products throughout their life cycles.				
2. The company has determined how these legal requirements apply to its products throughout their life cycles.				
3. The company ensures that legal requirements are considered and checked in the design and development process.				
4. The company has identified other requirements the company subscribes that also apply to its products.				
5. The company has determined how do other requirements it subscribes apply to its products.				
6. The company ensures that other requirements it subscribes are considered and checked in the design and development process.				

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Objectives, targets and programme(s)				
1. The EMS objectives and targets include the improvement of the environmental impact of products throughout their life cycles.				
2. When setting improvement objectives and targets for the products, the company considers the significant environmental aspects in their life cycles, as well as legal and other requirements, financial and operational requirements.				
3. The company has in place programme(s) to achieve the product-related environmental objectives and targets.				
4. The company includes the ecodesign projects in the EMS programme(s) and aligns the environmental objectives and targets for its products with the ecodesign projects.				
5. The product-related environmental objectives are established in balance with other product related objectives.				
Implementation and operation				
Resources, roles, responsibility and authority				
1. The company defined, documented and communicated the roles, responsibilities and authority of people involved in the environmental performance of products, primarily those working in the design and development process.				
Competence, training and awareness				
1. The training and competence				

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needs assessment extends to the people that are responsible for product development.				
2. The company ensures that people involved in product development are competent on ecodesign.				
3. The company ensures that people responsible for the project (such as the environmental coordinator) are competent in understanding or/and applying methodologies and tools for the identification and evaluation of environmental aspects of products in their life cycles.				
4. The company's environmental awareness activities include the environmental aspects and impacts of products and life cycle thinking.				
Communication				
1. The internal communication regarding the environmental aspects and the EMS includes relevant issues related to the products and ecodesign.				
2. There is a procedure to receive, document and respond to relevant communication from external interested parties that includes product-related issues.				
3. The company documented the decision to communicate (or not) their significant environmental aspects including the ones related to ecodesign.				
4. In case the company has chosen to externally communicate its significant environmental aspects and a method for that				

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communication is implemented, the significant environmental aspects of products are included.				
5. The communication supports collaboration among various interested parties along the supply chain to share information of relevant environmental aspects regarding the life cycle.				
6. The communication informs different parties involved in the product life cycle (eg users, distributors, recyclers) of actions to improve environmental performance beyond the production stage.				
Operational control				
1. The company has established, implemented and maintained one or more documented procedures to incorporate the ecodesign activities into the existing design and development process.				
2. The company communicates applicable procedures and requirements to suppliers, including contractors (e.g. outsourced design activities)				
3. The requirements of the design and development include possible environmental needs, legal requirements and expectations from the clients and other interested parties.				
4. The inputs to the design and development process include environmental objectives and targets determined for the product.				
5. Where applicable, the input information from previous				

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similar designs includes the environmental performance.				
6. The design and development outputs contain environmental criteria to accept the product (e.g. environmental product specification).				
7. At appropriate stages of the design and development process, the reviews cover the environmental aspects and impacts of the product in the life cycle.				
8. The design and development outputs include environmental information and indicators that allow the verification and validation of the environmental requirements.				
9. The verification includes the environmental aspects and impacts of the product.				
10. The behavior of the final product is tested against the environmental requirements (validation).				
11. The design and development changes are identified and records are maintained.				
Checking				
Evaluation of compliance				
1. The evaluation of compliance includes legal and other requirements related to the environmental aspects of the products.				
2. The evaluation of compliance includes legal and other requirements related to other life cycle stages besides production activities.				
Monitoring and measurement				
1. Monitoring and measurement includes information on the				

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environmental performance of the products along their life cycles. Indicators have been defined.				
2. Monitoring and measurement includes information on the ecodesign process and how it is managed and upkept by the company. Indicators have been defined.				
Management review				
1. Inputs to management review include all elements necessary for the company to assess opportunities to improve the products' environmental performance.				
2. Inputs to management review include all elements necessary for the company to assess opportunities to improve the ecodesign process.				
3. Outputs from management review include possible changes aiming at improving the products' environmental performance.				
4. Outputs from management review include possible changes aiming at improving the ecodesign process.				