

**FORM - VII**  
(To be submitted in triplicate)  
**QUESTIONNAIRE FOR OBTAINING PRELIMINARY INFORMATION**  
**FROM THE APPLICANT FOR OBTAINING LICENCE FOR CERTIFICATION**  
**OF ENVIRONMENTAL MANAGEMENT SYSTEMS AGAINST RELEVANT**  
**INDIAN STANDARDS**

**1. DETAILS OF THE COMPANY**

**1.1** Name of the Organization

**1.2** Address of the Factory/Unit \_\_\_\_\_.

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**1.3** Address of the Registered Office

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**1.4** Status of the Unit

Large/Small Scale Industry/Ancillary/Tiny units/Small Scale Service and Business (Industry Related)  
Enterprises/ small enterprise (see Note)

Note: Please enclose Registration letter from the concerned authority and also see BIS `Guidelines for Applicants`.

**1.5** Indicate whether the unit is a part of some larger organization, if so give the name and address of the holding organization

Name : \_\_\_\_\_

Address: \_\_\_\_\_

**1.6** Whether the unit is registered under Factories Act.

**1.7** Legal occupancy of the Unit: OWNER/TENANT/LESSEE

**1.8** Year of commissioning of unit at the present site

**1.9** Number of shifts                      Day/Night/Both

## **2. NUMBER OF EMPLOYEES**

**2.1** Indicate the effective number of employees who will be present at the time of audit i.e. employees refers to all individuals whose work activities support the scope of the certification as described by the Environmental Management System at the time of the audit.

## **3. INFORMATION PERTAINING TO ENVIRONMENT MANAGEMENT**

### **3.1 Land Use (Site)**

- a) Total area of the plot
- b) Total area of the Building
- c) Total are of Unit/Factory
- d) Number of floors
- e) Height of the Building
- f) Height of working hall
- g) Total area set aside for wild life habitat
- h) Area of contamination of land

### **3.2 Raw Material/Natural Resources**

- a) Name of raw materials
- b) Whether imported/indigenous
- c) Annual consumption value
- d) Use of natural resources, if any

### **3.3 Energy Management**

- a) Source of Energy - Coal/LPG/Oil/Electricity/Non-Conventional Energy/Traditional Energy - Firewood/Diesel Generating Set
- b) Energy Load (kW)
- c) Clearance Certificate from local Authority

**3.4** Air Quality Management

- a) Quantity of emissions such as CO, CO<sub>2</sub>, SO<sub>2</sub> etc.

**3.5** Water Management

- a) Source of water - ground/municipal
- b) Consumption of water
- c) Management of waste water
- d) Management of storm water

**3.6** Effluents Management

- a) Type of effluent
- b) Quality of effluent
- c) Mode of disposal

**3.7** Waste Management

- a) Waste produced per quantity of finished product
- b) Percentage waste recycled
- c) Percentage recycled material used in packaging

**3.8** Hazardous Material Management

- a) Type of hazardous material generated
- b) Quantity
- c) Mode of disposal/replacement

**3.9** Transportation

Have you attempted to reduce the impact of your distribution methods on environment

**3.10** Legislative and Regulatory Requirements

- a) List the legal requirement/standards/codes of practice
- b) Indicate the consent/clearance obtained on the above from authorities
- c) Number of prosecutions, if any

**3.11** Emergency Contingency Plans

- a) Number of Environment incidents/accidents
- b) Indicate the plans you have for dealing with emergencies/accidents

**4. OTHER INFORMATION**

**4.1** Description of category of products or processes for which licence is sought

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**4.2** Details of any Environmental Management System licence or certificate already held and/or assessment held \_\_\_\_\_

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**4.3** Please enclose a copy of latest Environmental performance statement submitted by you to Pollution Control Board

Signature\_\_\_\_\_

Name \_\_\_\_\_

Designation\_\_\_\_\_

For and on behalf of \_\_\_\_\_

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Seal of the Firm

Date:

All the three copies of this form are to be signed in original by the authorized person.