



FIA ENVIRONMENTAL ACCREDITATION PROGRAMME

GUIDELINES





CONTENTS

4	Introduction
5	Process
6	Fee structure
7	Q&A
8	Framework
19	References

INTRODUCTION

The FIA Environmental Accreditation Programme is aimed at helping motor sport and mobility stakeholders worldwide to measure and enhance their environmental performance. By introducing a clear and consistent environmental management system, it provides stakeholders with a three-level framework against which to accredit their activities.

It is organised around three levels:

1. One-Star – Basic practice: Demonstrate basic environmental performance and a commitment to improve

2. Two-Star – Good practice: Demonstrate good environmental performance and be close to follow internationally developed roadmaps toward environmental management

3. Three-Star – Best practice: Demonstrate best practice and commitment to seek continual improvement through the implementation of an environmental management system

For any questions, please contact the FIA Sustainability team at afe@fia.com

¹ 'Accreditation' in this document refers to accreditation to FIA's Environment Accreditation Programme Guidelines and does not refer to accreditation to any other international standard.



FIA ENVIRONMENTAL ACCREDITATION PROGRAMME: GUIDELINES



PROCESS

It is recommended that FIA stakeholders wishing to obtain the accreditation start by filling in the **Initial Evaluation Form**, allowing the FIA Sustainability team to evaluate the current environmental performance and advise on next steps.

Following a first meeting with the FIA Sustainability team, the **FIA Environmental Accreditation programme: Self-Assessment Tool** should be used in support to these guidelines in order to implement the different recommendations and achieve the targeted level of accreditation.

Once the organisation is ready to be audited, the **Formal Application Form** should be completed and returned to afe@fia.com for review. A remote (One-Star, Two-Star) or on-site (Three-Star) audit will then be planned in order to finalise the accreditation process.

Following the audit process, an official certificate will be issued, including potential key recommendations for improvement and next audit date.

FEE STRUCTURE

The accreditation costs are outlined in the table below:

ACCREDITATION LEVEL	APPLICATION FEE (ONE-OFF)		RENEWAL FEE (BIENNIAL)	
	ASN/ACN, ISO	OTHERS	ASN/ACN, ISO	OTHERS
One-Star	Free	Free	Free	€250
Two-Star	€500	€1,000	€250	€500
Three-Star */**	€2,500	€5,000	€1,250*	€2,500*

* If the organisation is certified by ISO 14001:2015 or ISO 20121:2012, and the scope of the valid ISO certificate covers the organisations activities, a fast track process is available.

** When an on-site visit is required (Three-Star), the FIA will cover 50% of the expenses associated with the on-site visit (including hotel, flights and other travel expenses).





Q&A

Does the accreditation apply to my organisation?

The FIA Environmental Accreditation Programme has been developed in order to be applicable to all FIA stakeholders, irrespective of their organisational structure (National Sporting or/ and Mobility Authority, circuits, promoters, event organisers, teams, manufacturers, suppliers, etc). The relevant environmental impacts will however depend on the nature of the activities and can be further discussed with the FIA Sustainability team.

How long does the whole process take?

Once your practices comply with the level requirements and you have formally applied for the accreditation, the auditing and certificate process takes 1 month (for 2-Star level) to 2 months (for 3-Star level).

A timeframe to reach the level of compliance cannot be defined as it will depend on your baseline, however we will be able to give you an estimation once the initial evaluation form is returned.

Do we have to go through the whole process or can we go quicker (eg. go straight to 3-Star)?

You can go straight to 3-Star level, especially if you have already implemented an Environmental management system. If not, we encourage you to do the 2-Star level as a minimum intermediary step.

What are the benefits of the FIA environmental accreditation?

The FIA environmental accreditation provides you with an independent and thorough certification testifying of your commitment to sustainability as an organisation. It will ensure you implement a best practice management of environmental impacts and will represent at term a reduction in costs as well as compliance and reputational risks. The FIA strongly recommends all its stakeholders to manage their environmental impacts and promote FIA's vision for a safe and sustainable mobility and motor sport.

How is the FIA Environmental Accreditation compared to (for example) ISO certification?

The FIA Accreditation relies on best practices such as ISO 14001 but was specifically developed to fit all FIA stakeholders. It has a similar audit process since the FIA expert team have an educated ISO auditor to evaluate all applications. The renewal is every two years compared to every year audit and complete renewal of certificate every third year for ISO. A fast-track process is available for stakeholders that already have an ISO certification.

Will we be getting any support from FIA ?

Yes, the FIA Sustainability Team will accompany you throughout the process and remain available for any questions. A high level of accreditation might however require some external support if you do not have the capabilities in-house.

FRAMEWORK

This section describes the organisational categories based on the primary activities conducted by motor sport stakeholders. Sections one to seven are criteria that are applicable to all (management areas), whereas eight to 17 may not be applicable to certain stakeholders.

The following tables present the benchmark criteria for the One-Star, Two-Star and Three-Star accreditation levels

Please note that, in order to reach the Three-Star level, it is important that all the necessary steps in the One-Star and Two-Star levels have also been achieved.



PART 1- CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>1. The Organisation and its Senior Management demonstrate a clear commitment and leadership to Environmental Management. Furthermore, the context and scope of the operation must be evaluated (defined) and needs and expectations of interested parties (stakeholders) should be identified.</p>	<ul style="list-style-type: none"> • Management commitment would be sought for the implementation of an Environmental Management system; • An appropriate individual (or relevant resources) should be nominated as an environmental champion; • Where there is insufficient internal environmental expertise available, access to a source of external competent advice should be explored; • An environmental policy should be drafted. 	<ul style="list-style-type: none"> • Senior management has endorsed a publicly available environmental policy which complies with best practice principles. • Scope for the accreditation should be identified. • A member of the organisation's senior management has responsibility for environmental performance and reporting as well as initiating periodic review of the Environmental Management System (EMS). • It is possible to evidence environmental leadership at various levels within the organisation. • A list over interested parties (stakeholders) included specific requirements should be defined. 	<ul style="list-style-type: none"> • The organisation demonstrates a clear commitment and leadership to Environmental management and evaluate if e.g. change of context will influence future operation. • Scope of the accreditation must be defined. • The developed Environmental policy is reviewed and updated periodically, and it must be secured that the policy are relevant, cover the organisational environmental aspects, provide guidance for setting objectives, includes a commitment to follow laws and regulations and a commitment on continual improvement of environmental performance. • Senior management have defined organisational ownership to the EMS, and the management should conduct reviews of the EMS on at least an annual basis and demonstrate leadership through active support and guidance where and when needed. • Records of the management system review demonstrate: <ul style="list-style-type: none"> – A history of improvement in environmental performance; – Approaches and efforts which exceed compliance with relevant environmental regulations; – Tracking requirements and expectations from interested parties (key stakeholders)

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
			<ul style="list-style-type: none"> The organization must evaluate and be prepared to minimize (risks) and maximize (opportunities) in order to favour the organization's environmental performance. For example, through a SWOT analysis.
2. Clearly defined Environmental Objectives and Targets are established	<ul style="list-style-type: none"> Basic/preliminary environmental objectives and targets should be set with the aim of improving performance. 	<ul style="list-style-type: none"> The objectives and targets set are measurable (where practical) and consistent with the environmental policy; The Environmental Management System (EMS) implementation plan has been developed showing key milestones and associated timescales as well as key responsible persons for the defined objectives and targets. 	<ul style="list-style-type: none"> Clearly defined objectives and targets are established; Objectives and targets are specific, measurable, achievable, relevant, and time-bound (SMART) and are revised and updated regularly. Objectives and targets should be aligned with the Environmental policy, the organisational environmental aspects, and mirror the defined risk and opportunities within the organisation. It should be defined relevant methodology and allocated resources to follow up objectives with the aim to secure achievement.
3. Communication, Training and Consultation on Environmental Issues are carried out	<ul style="list-style-type: none"> Procedures for responding to positive or negative feedback received (both internal and external) should be identified. An active approach is taken to secure involvement through relevant communication tools/platforms. Arrange training with the aim to achieve relevant competence. 	<ul style="list-style-type: none"> Internal and external communication (where applicable) on the EMS is undertaken to increase awareness of permanent staff and other attendees as well as other relevant parties (where applicable) on environmental issues; Procedures for receiving, documenting and responding to communications and complaints from external parties have been implemented; 	<ul style="list-style-type: none"> Environmental information, including information on significant impacts and environmental performance is regularly communicated to interested parties - including contractors and temporary staff in addition to permanent employees and other attendees (where applicable);

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
		<ul style="list-style-type: none"> • Training and awareness programmes for temporary and permanent personnel on environmental issues are identified and implemented (raise of competence) • A feedback process is established where those working for, or on behalf of the organisation, can make suggestions on environmental improvements. 	<ul style="list-style-type: none"> • Training and awareness-programs combined with lessons learnt on environmental initiatives and practices are developed and implemented. Furthermore, it should be developed a relevant overview over competence should secure that the organisation is able to meet future obligations. • The content of the Environmental Policy should be public available, shared with relevant stakeholders internally and externally, with the aim to secure relevant and positive contribution to the organisational environmental performance and commitment. • The monitoring of objectives and the Environmental performance should be reported and shared with relevant key interested parties. • Relevant communication tools and platforms should be identified to secure a best possible outcome.
<p>4. Compliance with relevant Environmental Regulatory Requirements is demonstrated</p>	<ul style="list-style-type: none"> • An awareness of relevant international, national and local legislation should be developed, 	<ul style="list-style-type: none"> • Processes are in place to identify and have access to applicable legal requirements and relevant industry standards; • Any areas of legislative/regulatory non-compliance are identified and addressed. 	<ul style="list-style-type: none"> • Processes are established and maintained for monitoring and periodically evaluating compliance with applicable legal and regulatory requirements, as well as relevant industry standards. • Proactive commitment should be demonstrated.

BEST PRACTICE PRINCIPLE (BPP)	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>5. Environmental performance is Measured and Monitored</p>	<ul style="list-style-type: none"> The organisation should begin identifying environmental indicators that would address its key environmental impact areas. This would involve scoping in those impact areas (8-17) which would be most applicable based on the organisation's primary business activities. 	<ul style="list-style-type: none"> Environmental indicators that address the organisation's key environmental impacts are identified and established; Processes are in place to monitor and measure environmental performance related to targets set in point no 2 on a regular basis. 	<ul style="list-style-type: none"> Leadership is demonstrated by reporting on each of the relevant impact areas 8-17 below, in line with internationally accepted standards. For example, define relevant monitoring methodology, who is responsible, intervals and reporting structure. It is required to use quantitative data in the evaluation process
<p>6. Processes for Internal Auditing, corrective and preventive actions and documentation and Record Keeping are established</p>	<ul style="list-style-type: none"> The organisation should begin to identify what documentation should be collected for obtaining baseline information 	<ul style="list-style-type: none"> The organisation holds appropriate records and documentation in order to demonstrate compliance to the EMS defined of the organisation (Policy, Objectives, etc) Environmental accidents or near misses are recorded, and evidence of actions taken to prevent recurrence can be demonstrated. 	<ul style="list-style-type: none"> An internal audit process has been established which demonstrates that the Environmental Management System (EMS) is compliant with all relevant standards and is effectively implemented and maintained; Processes that deal with reporting environmental accidents, near misses and system failures have been established. The processes include corrective and preventive action with the aim to improve. Procedures are established and maintained for documentation control and retention of records.

BEST PRACTICE PRINCIPLE (BPP)	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>7. Key Environmental Aspects/Impacts are Identified and Managed</p>	<ul style="list-style-type: none"> The list below (Points 8-17) and the associated guidance should be used to identify which of these impacts are most relevant to the organisation based on where the organisation has an environmental impact. These areas should be considered when setting objectives/targets. 	<ul style="list-style-type: none"> A detailed baseline assessment has been undertaken to identify the likely significant environmental impacts (based on point 8-17) from the organisation's activities, including the impacts associated with day-to-day activities. Key impacts identified are used to set and update targets, objectives and performance indicators. 	<ul style="list-style-type: none"> The environmental impact areas (Best Practice Principles 8-17) that are relevant to the organisation have been defined. This scoping exercise should be reviewed and updated regularly, and it is required to take a life cycle perspective when identifying and evaluating environmental aspects. (For example, through an aspect matrix). Information on environmental impacts from activities is reviewed regularly and kept up to date, e.g. from new developments; Key suppliers, partners and the event attendees that influence environmental impacts have been included in the baseline assessment.

PART 2- KEY ENVIRONMENTAL IMPACT AREAS

Please note that the environmental impact areas from the list below are to be addressed based on the relevance to your organisation. These will be discussed and agreed between you and the environmental assessor.

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
8. Energy use	<ul style="list-style-type: none"> Identification of main energy consumption areas in the organisation should be initiated. 	<ul style="list-style-type: none"> Processes for monitoring and recording energy consumption are established and all invoice data from energy suppliers is obtained; where not available, appropriate estimation methodologies are established; Energy reduction targets have been set based on baseline information along with a detailed implementation plan. 	<ul style="list-style-type: none"> Relevant metering and sub-metering for energy use is established; Demonstrable continual improvement is achieved as a result of on-going measures to reduce energy use. Energy resources should be evaluated with the aim to improve environmental performance. A relevant reporting regime are implemented.
9. Water consumption	<ul style="list-style-type: none"> Identification of main water consumption areas in the organisation should be initiated. 	<ul style="list-style-type: none"> Processes for monitoring and recording water consumption are established and all relevant data on consumption e.g. invoice data from water suppliers is obtained; where not available, appropriate estimation methodologies are in place; Water reduction targets have been set based on baseline information along with a detailed implementation plan. 	<ul style="list-style-type: none"> Relevant metering and sub-metering for water use is established; Demonstrable continual improvement is achieved as a result of on-going measures to reduce water use. A relevant reporting regime are implemented.

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>10. Waste Management</p>	<ul style="list-style-type: none"> • Identification of main waste generation areas in the organisation should be initiated. • Current arrangements for waste disposal (including hazardous waste) should be reviewed for adequacy. 	<ul style="list-style-type: none"> • Processes for monitoring and recording waste generation are established and all relevant data on waste generation e.g. invoice data from contractors is obtained; where not available, appropriate estimation methodologies are in place; • The organisation has reviewed its waste disposal options as fit for purpose; • Waste reduction targets have been set. 	<ul style="list-style-type: none"> • The organisation has implemented the waste hierarchy of reduce, reuse and recycle within its operations; for example through developing waste management plans, maps and relevant routines, shared with all relevant parties. • Demonstrable continual improvement is achieved as a result of on-going measures to reduce waste generation and increase recycling; • Where necessary, the organisation is working proactively with its waste contractors to determine optimum reuse/recycling routes. • A relevant reporting regimes are implemented
<p>11. Issues related to Ground and Water Pollution are identified and managed</p>	<ul style="list-style-type: none"> • The organisation should identify whether control regimes are in place to prevent and mitigate accidents/incidents, including provision of e.g. spill kits where appropriate. 	<ul style="list-style-type: none"> • Any historic contamination issues and potential sources of ground and water pollution are identified and where appropriate proactively monitored/managed; • Appropriate control regimes are established for maintaining the integrity of any potential areas for environmental accidents/incidents (such as fuel storage areas); • Emergency planning includes consideration of potential ground or surface water contamination including from fire water; • Any temporary arrangements established for an event have been assessed to identify risks to the environment. 	<ul style="list-style-type: none"> • Storage facilities and all temporary arrangements are in compliance with international best practice; • Periodic emergency planning, testing and exercises is undertaken on pollution control scenarios. • Identify potential risks linked to emergency, fire and other unexpected episodes like natural disasters. • Define specific event situations where ground pollution could indicate an increased risk. For example, within parks and land-fields, river-crossing and water protection areas and other areas with special attention. • A relevant reporting regime are implemented.

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>12. Supply Chain / Procurement of Materials and Services</p>	<ul style="list-style-type: none"> • Identification of main resource categories purchased in the organisation should be initiated. 	<ul style="list-style-type: none"> • Processes for monitoring and recording key material purchases are established; • Opportunities for substitution of materials procured with less environmental impact are continuously explored; • Material reduction targets have been set based on baseline information along with a detailed implementation plan; • Environmental issues are included in the organisation's procurement procedures. 	<ul style="list-style-type: none"> • Secure that Environmental leadership and the organisations Environmental commitment influence the supply chain. • Where the organisation undertakes a design process, arrangements are in place to ensure that environmental risks are properly assessed for all elements of this, including various life cycle phases; • A procurement strategy (or policy) has been developed with a clearly defined environmental focus; • Where feasible, materials which are environmentally certified, locally sourced and are reusable/recyclable are procured; • A relevant reporting regime are implemented. • The organisation proactively engages with the supply chain to encourage key suppliers to improve their environmental performance.

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
<p>13. Transport</p>	<ul style="list-style-type: none"> • Identification of the main transport impacts from routine operation of the organisation as well as e.g. events should be initiated. 	<ul style="list-style-type: none"> • Targets for reduction of transport-related impacts are developed; • Opportunities for reducing transport to/from/within the organisation as well as options for transport with reduced environmental impact, where possible, are identified; • Public transport information and options are provided to all employees, visitors and event attendees where applicable; • Selection of event location should include an analysis of public transport availability and preference should be given to locations with good public transport connectivity. 	<ul style="list-style-type: none"> • A “green” transport plan is developed and implemented with agreed exceptions on emergency response transport; • Proactive engagement with key parties - including local regulators, participants and suppliers - to improve the environmental performance of transport related impacts are demonstrated. • A relevant reporting regime are implemented.
<p>14. Biodiversity and Heritage</p>	<ul style="list-style-type: none"> • The organisation should evaluate whether it lies or operates in an ecologically important area, and whether biodiversity or archaeological impacts are relevant or not. 	<p>Based on the location, organisational structure and function and the type of operation if relevant:</p> <ul style="list-style-type: none"> • Main biodiversity impacts from routine and non-routine operation of the organisation are identified; • Targets for reduction of biodiversity related impacts are identified; • Options for mitigation of biodiversity/ heritage impacts are identified. 	<p>Based on the location, organisational structure, function and types of activities, if relevant:</p> <ul style="list-style-type: none"> • A long-term biodiversity mitigation and enhancement plan is developed in conjunction with a suitably qualified ecologist, which is reviewed regularly; • Long term monitoring of relevant areas of ecological importance is established.

MANAGEMENT AREA	ONE-STAR (BENCHMARKS)	TWO-STAR (BENCHMARKS)	THREE-STAR (BENCHMARKS)
15. Noise	<ul style="list-style-type: none"> • Identification of the main noise impacts from routine/non routine operation of the organisation should be initiated. 	<ul style="list-style-type: none"> • Appropriate noise monitoring is established and implemented; • If necessary, options for mitigation of noise impacts are identified, including if relevant, engagement with event participants; • Noise levels from an event are assessed as being in compliance with local regulatory requirements. 	<ul style="list-style-type: none"> • Local stakeholder engagement is requested and adequately addressed; • Noise levels from events/main operations are in compliance with local regulatory requirements or internationally accepted best practice if this is more stringent than local requirements. • A relevant reporting regime are implemented.
16. Air Quality	<ul style="list-style-type: none"> • Identification of main sources of air pollution due to routine/non routine operations should be initiated. 	<ul style="list-style-type: none"> • Processes for monitoring and measuring relevant air quality including NO_x, SO_x, and dust emissions are established; • Targets for reducing air pollution are established. 	<ul style="list-style-type: none"> • If necessary, routine monitoring and measurement of air quality is carried out and the results communicated to interested parties; • The contribution from the organisation/ its activities to local air quality levels is in line with internationally accepted best practice; • Engagement is carried out with relevant attendees including participating subcontractors/suppliers/teams to increase awareness on air quality issues.
17. Carbon Emissions	<ul style="list-style-type: none"> • Identification of main sources of carbon emissions from routine/non routine operations should be initiated. 	<ul style="list-style-type: none"> • Appropriate carbon emission factors are identified and applied to the energy consumed from routine/non routine operations under the control of the organisation; • Processes for measurement and monitoring of carbon emissions are established; • Targets for reduction of carbon emissions using efficiency measures are established. 	<ul style="list-style-type: none"> • Continual reduction in carbon emissions from energy efficiency measures for Scope 1 & 2 emissions is demonstrated; • The organisation is able to quantify and monitor Scope 3 emissions; • Offsetting of remaining Scopes 1, 2 & 3 emissions are considered in line with International best practice/roadmaps. • Reporting on carbon emissions is carried out in line with international best practice.



REFERENCE DOCUMENTS

1. International Standard ISO 14001: 2015. Environmental management systems - Requirements with guidance for use.
2. International Standard ISO 14004: 2004. Environmental management systems - General guidelines on principles, systems and support techniques.
3. International Standard ISO 19011: 2011. Guidelines for auditing management systems.
4. International Standard ISO 14064- 1:2006. Greenhouse gases - Part 1: Specification with guidance at the organisational level for quantification and reporting of greenhouse gas emissions and removals.
5. British Standard BS 8555: 2003. Environmental management systems - Guide to the phased implementation of an environmental management system including the use of environmental performance.
6. PAS 2060: 2010. Specification for the demonstration of carbon neutrality.
7. IEMA (2003). The BS 8555 SME Workbook Phase 1: Commitment and Establishing the Baseline. Available from: <http://www.iema.net/ems/downloads>.



FEDERATION INTERNATIONALE DE L'AUTOMOBILE

2 CHEMIN DE BLANDONNET
1215 GENEVE 15
SWITZERLAND

FIA.COM

CONTACT: AFE@FIA.COM

APRIL 2020