

# TEST Tools: RECP Policy Checklist

---

## Guiding questions for drafting a RECP policy statement or upgrading an existing policy document to include resource efficiency objectives in a company

- Does the company have an environmental/energy efficiency policy that is pertinent to its activities, products and services?
- Does the policy reflect the company's fundamental values and principles?
- Does the policy reflect top management leadership and commitment for assuming full responsibility for its EMS/EnMS?
- Is top management committed to providing the required resources for implementing and maintaining the EMS/EnMS?
- Does the policy lead to setting environmental and resource productivity improvement objectives that are consistent with the company's significant environmental aspects including energy aspects?
- Have stakeholders been identified and their values and expectations integrated into these policies?
- Have at least some of the following Resource Efficient and Cleaner Production (RECP) commitments been properly included in the policy:
  - ✓ Reduction of resource (raw materials, energy, water) use per unit of product by applying preventive strategies and adopting the best available techniques
  - ✓ Use of LCA approach and eco-design criteria for designing products and their lifecycles
  - ✓ Minimization of environmental impacts through waste minimization at source, effective waste management, recycling, and valorisation
  - ✓ Setting up of key performance indicators (KPI) and monitoring systems to measure environmental and energy performance
  - ✓ Introducing an information system on efficient use of material and energy flows to continuously reduce non-product outputs and their costs along with environmental risks
  - ✓ Training of staff to increase awareness of RECP approach and techniques
- Is the policy coordinated with other company policies on quality, safety, social responsibility, etc.?
- Does the policy include a commitment to comply with legal requirements?
- Is continuous improvement toward sustainable development defined as a general objective?
- Has the policy been approved by top management? Is it communicated internally and externally? What human resources have been allocated to monitor policy implementation?