

Ref:	GENERAL NOTES
	The declaration below consists of a number of questions used to evaluate the level of system development of a member firm's Project Sustainability Management System and is based on the following guidelines:
1	FIDIC Project Sustainability Management Applications Manual Second Edition 2013

Has your organisation been certified by an independent body to a set of internationally recognised sustainability management requirements?

If yes, please submit the certification and answer the following, in addition to answering the questions in the declaration.

- Name of international requirements or standard
- Name of independent certification body
- Certificate Registration Number
- Validity from (insert issue date YYYY-MM-DD) to (insert expiration date YYYY-MM-DD)
- Date of first certification

No.	Ref1	DECLARATION	LEVEL OF SYSTEM DEVELOPMENT				
Please consult the 'Procedure: CESA Management System Declarations (MSDs)' for guidance on how to complete the Management System Declaration. Click here to view the Procedure.			YES	NO	NA	If yes, have evidence for verification	If NA, give justification
PROJECT SUSTAINABILITY MANAGEMENT IN PLANNING AND LEADERSHIP							
1		Does your company have a formal Project Sustainability Management (PSM) system / policy / plan in place?				(e.g. documented system / policy / plan)	
	1.2	The system / policy / plan should view the project delivery process in its entirety and should examine the economic, environmental, and social impacts the project will have on its surroundings. The system / policy / plan should ensure that the project has a long-term design viewpoint and all project implications, from the cradle to the grave (i.e. feasibility, detailed design, tender, construction, operation and decommissioning including deconstruction and rehabilitation) should be considered.					
	2.2.1						
	2.2.2						
	4.1.6						

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2	2.2.1 4.2 5.0	Does this Project Sustainability Management (PSM) system / policy / plan explicitly address the conservations of energy, water and material consumption over the life of the project?					
		<i>When considering conservation, the company can include limiting usage or replacing conventional solutions with renewable and recyclable components. When considering protection, the company can include preserving or improving the existing circumstances of communities affected by the project.</i>				<i>(e.g. documented system / policy / plan)</i>	
2	2.2.1 4.2 5.0	Does this Project Sustainability Management (PSM) system / policy / plan explicitly address the protection of the environment, health & safety and human rights of interested parties affected by the project?					
		<i>When considering conservation, the company can include limiting usage or replacing conventional solutions with renewable and recyclable components. When considering protection, the company can include preserving or improving the existing circumstances of communities and/or ecosystems affected by the project.</i>				<i>(e.g. documented system / policy / plan)</i>	
3		Does the company induct / train / communicate the importance of the project sustainability management system / policy / plan to its staff?					<i>(e.g. induction records, internal training records, minutes of staff meetings)</i>
		<i>The company should ensure that new employees as well as existing employees are aware of the contents of the system / policy / plan. Evidence should be retained in the form of training records, minutes of meetings etc.</i>					
PROJECT SUSTAINABILITY MANAGEMENT IN PROJECT DELIVERY (according to the ECSA Project Stages)							

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4	3.3 4.1.1 4.1.5	Please consult the 'Procedure: CESA Management System Declarations (MSDs)' for guidance on how to complete the Management System Declaration. Click here to view the Procedure.					
		<u>Stage 1 Inception</u> – Does the company consult with the project team and other diverse consultants (if required) regarding the sustainability strategy which forms the basis for sustainability and resilience planning for the project?					
		<i>This consultation should identify opportunities for sustainability improvements thereby allowing early key decisions that have a major impact on the sustainability outcome to be documented. Opportunities can include implications for different development site locations, identification of impacts (positive and negative), effects of change (e.g. climate change and other forms of contamination), assessment of current and future vulnerabilities (e.g. increasing scarcity of non-regenerating materials) and corresponding steps to improve resilience.</i>				(e.g. documented sustainability strategy, project plan)	
		<i>During this consultation, the overall client requirements / objectives must be considered which could include grading / rating requirements (e.g. Green Star Certification). This consultation should also identify groups of stakeholders who could be affected by the project at subsequent stages of the project lifecycle and how consultation with these stakeholders will occur.</i>					
5	2.2.2 4.1.1 4.1.3 4.1.4	<u>Stage 2 Concept & Viability</u> – Does the company establish sustainability design objectives / targets which address the conservation of energy, water and material consumption and the protection of the environment, health & safety and human rights of interested parties affected by the project, along with indicators for measuring the achievement of these objectives?					
		<i>Objectives should be established in consultation with relevant stakeholders as identified in the planning phase of the project. Objectives should consider project type and location and indicators should measure achievement against other projects/benchmarks (e.g. % improvement over normal</i>					
						(e.g. design brief, project plan)	

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		Please consult the 'Procedure: CESA Management System Declarations (MSDs)' for guidance on how to complete the Management System Declaration. Click here to view the Procedure. <i>practice). Sustainability objectives must be documented and tracked to demonstrate, to relevant stakeholders, the level of success in achievement of these objectives.</i> <i>Examples of objectives and indicators:</i> <u>Energy</u> – minimise the use of energy through efficient but effective design, consider renewable energy and energy sources with no carbon emissions, assess availability and affordability, consider impacts on other sustainability issues (e.g. greenhouse gas emissions), allow for the measurement of consumption to assist in behavioural changes. <u>Water</u> – minimise net water use and avoid water losses, consider recycling / harvesting / use of grey water, assess availability and affordability, allow for the measurement of consumption to assist in behavioural changes. <u>Materials</u> – minimise use of non-renewable materials and consider recyclability of materials, source renewable / recycled / durable materials, use of low embodied carbon materials, minimise and dispose of waste safely. <u>Environment</u> – preserve the environment and consider physical, chemical, biological and ecological factors, identify required authorisations and incorporate requirements and mitigation measures into the project life cycle. <u>Health and Safety</u> – preserve and improve the health and safety of the workforce, community and users of the project, incorporate health and safety specifications and requirements into the project life cycle. <u>Human Rights</u> – preserve human rights specific to project development and measure impacts on food, shelter, law, culture and development, considering substitutions or compensations where impacts cannot be avoided.					
6	4.1.1	<u>Stage 3 Design Development</u> – Does the company verify that the sustainability design objectives, established during Concept and Viability, are incorporated into the design?				(e.g. documented design review)	

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		Verification must be documented during a review process and the verification should refer back to the objectives to assess constructability, operability, and de-constructability. At this stage, the Designers Occupational Health and Safety Risk Assessment, as required by the Construction regulations, can also be documented.					
7	4.1.1 4.1.7	<u>Stage 4 & 5 Documentation, Procurement, Contract Administration and Construction</u> – Does the company ensure that the contractor / sub-contractor on the project is aware of the sustainability objectives during the construction stage? <i>The contractor / sub-contractor has an effect on the short-term sustainability of the site with regard to material selection and delivery, energy and water usage, emission of dust, noise and light pollution, community health and safety etc. The company can assist the client / similar body by ensuring that the sustainability objectives / requirements are included in the tender and contract documentation.</i>				(e.g. contract documentation)	
8	4.1.1 4.1.7	<u>Stage 6 Project Close</u> - Does the company ensure that once the project is completed and commissioned that the operating staff of the owner are made aware of the objectives of the sustainability system in order that performance of the system may be monitored? <i>The company must ensure that all certification and / or performance objectives are obtained from relevant statutory or regulatory bodies / similar and are issued to the owner and operating staff. This will allow the owner and operating staff to continually monitor the performance of sustainability objectives during operations to ensure compliance going forward.</i>				(e.g. relevant certification, documented performance objectives)	
9	4.1.1 4.1.7	<u>Stage 6 Project Close</u> - Does the company ensure operating; maintenance and de-commissioning information includes the sustainability objectives and indicators as set out at the start of the project?				(e.g. operating, maintenance and de-commissioning)	

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		Please consult the 'Procedure: CESA Management System Declarations (MSDs)' for guidance on how to complete the Management System Declaration. Click here to view the Procedure. <i>This information must be formally communicated to the owner and operating staff. This information will ensure that during phases of maintenance, upgrades, renovations and de-commissioning that the original intentions for sustainability are maintained.</i>					
PROJECT SUSTAINABILITY MANAGEMENT SYSTEM DECLARATION							
Member firms must ensure that the sustainability declaration is completed by the relevant functional head / manager for sustainability or similar competent person. Member firms must ensure that this competent person, is available at the verification review, if such is requested by CESA. During the verification review, the competent person will be asked to present evidence or justification to verify each declaration made on the MSD.			<i>Enter name of competent person completing the MSD</i>				