





# Internal Environmental Management Systems Audit and Gap Analysis -1

25th NOVEMBER 2020

# Management Representative:

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Principal and CEO - AIMS INSTITUTES

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## To Whom It May Concern:

This audit report was prepared by Ram Ramisetty, MS Environmental Engineering, USA and Girish Visvanathan, Instrumentation Engineering, and Post-Graduate from BITS, Pilani, IGBC Fellow, with an experience of Green Audits, over 43 Green Buildings (IGBC and LEED), ESTIDAMA (UAE) Energy Efficiency, Green Product Evaluation, ECBC- India, GreenCo and multiple other environmental projects. Both Girish Visvanathan and Ram Ramisetty have experience to conduct the audit and make observations which was conducted in the month of November 2020.

The Institute is inclined to have the best practice in green and environmentally friendly operations as well as best practices socially to encourage the best practices. The CoVID disruption did create an obstacle for a more rigorous audit which reflective of actual situations with full occupancy.

I recommend that the college should go for a full green audit while the campus is fully occupied.

All the information in this report is accurate to the best of my knowledge.

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Dr Shashi Kad,

CEO, SAGE Sustainability

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Karnataka, India

#### Introduction:

AIMS Institutes was established in the year 1994, beginning with two Undergraduate programs with approximately 60 students and currently offers six Postgraduate, ten Undergraduate. And two 2 PhD Programs having around 2000 students on campus.

AIMS is accredited 'A' Grade by NAAC with the highest score of 3.46 out of 4 for an institution that is being accredited for the first time. AIMS School of Business programmes are accredited by IACBE which is an international accreditation body for Business Schools.

Apart from being consistently ranked among Top 1% of B-Schools in India in various leading surveys, AIMS has also been rated as best college for Entrepreneurship Education in India and ISB, Hyderabad has selected AIMS as a local delivery partner for the global Goldman Sachs 10,000 Women Entrepreneurs Development Program.

AIMS has demonstrated a keen interest in establishing the framework for implementing Environmental Management Systems with an intent of obtaining ISO 14001:2015 certification, which demonstrates the top managements' keenness in protecting the environment and providing an eco-friendly campus to its students. faculty and staff.

#### Summary:

An EMS Internal audit cum gap analysis was conducted on 25th November 2020. where in the Management Team led by Dr. Kiran Reddy, the CEO and Principal of AIMS Institutes. The current set-up of the management team consists of the following members:

#	Designation	Name	Responsibility
1	CEO and	Dr. Kiran Reddy	Management
	Principal		Representative
2	Asst. Professor	Prof. Kiran Sharma	Co-ordinator
3	Asst. Professor	Dr. Javad Ghalambor	Member
4	Asst. Professor	Prof. Bhaskar Sailesh	Member
Othe	r team members are	included as and when	required.

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At the time of the internal audit, the attempt was to set a framework for establishing the Environmental Management Systems in place and more importantly identifying the gaps as per the International Standard, ISO 14001, Third edition - 2015.

Each of the 10 applicable elements were assessed and the initial gaps and requirements to fill these gaps were identified. The Plan, Do, Check and Act (PDCA) concept was utilized during the assessment,

AIMS Institutes has established numerous controls to prevent Environmental Pollution and to protect the Ecology and ensure that sustainable and workable controls are established but, has not officially recorded them. Some of the positive examples include:

- Efforts in Recycling
- Reduction of paper usage by incorporating double sided printing
- Waste segregation (Wet V/s Dry)
- Monitoring fuel consumption of the Institute's transportation infrastructure
- Ensuring regular maintenance and emission testing of the transportation fleet
- Incorporating concepts of a clean, green and well-maintained campus
- Periodic Potable water testing to ensure compliance with applicable standards.
- Discouraging the usage of Plastic on campus
- Actively participating in Corporate Social Responsibility programs such as diverting all used paper to companies such as ITC for recycling and donating library books to other needy organizations.
- Holding awareness sessions on Environmental and Sustainable issues.

The above attempts and endeavors demonstrate a strong commitment from the Management while it is leaning towards establishing a full-fledged EMS which may lead to application for ISO 14001 Certification at a later stage, as decided by the top management,

In all, five non-conformances and twelve observations were identified based on the applicable standard, the non-conformances may be easily corrected by establishing the necessary administrative controls. almost all of them (as explained in the table below) pertain to establishing the basic frame-work and administrative infrastructure and properly dedicated and competent resources for each of the elements of the standard.



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Top management requires to be actively involved and participate in periodic EMS review meetings in order to ensure conformance to the various clauses and elements in the standard and also encourage continual improvement (which is a requirement).

AIMS Institutes is highly encouraged to identify their top Environmental Aspects and the resulting Impacts from its' activities and initially identify the critical, easy to achieve ones, which would bring about visible changes and alleviate the impacts on the environment (Air,

Water, Ground and Human Resources). Participating in more CSR programs and incorporating regular Environmental and Sustainability awareness sessions are highly encouraged.

The auditee is also required to record, maintain, continually improve and demonstrate their Management Systems and CSR efforts. Following are the preliminary list of findings that the organization is required to focus on:

### **OBSERVATIONS AND FINDINGS**





#	Relevant Clause or Section from ISO 14001 Standard)	Requirem ent	Action Required	Category	Action taken or planned to address the categories
1	1	Identify Scope for Implement ation	It is recommended that only the Institute's campus and all associated activities such as transportation, etc., are included at this point.	Observati on	
2	5.1	Leadershi p and Commitm ent	There are 9 sub- clauses (a to i) that shall be carefully looked at and a short paragraph confirming AIMS will conform to these should be made in your EMS file.	Observati on	,
3	5.2	Environme ntal Policy	Although evidence of random documents such as the Green campus policy was evidenced, the organization lacks the basic requirement of a formal Environmental Policy that is signed by the Head of the organization All the five subclauses of the policy requirements shall be covered in your Environmental policy. This is the foundation for the EMS you will be	Non- conforman ce	
4	5.3	Organizati onal roles, responsibil ities and authorities	establishing Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization. Roles, responsibilities shall be clearly	Observati	

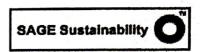
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			A		
			delineated and	,	395
	1		assigned. The		
	1		assignees shall be		1
			designated as the		
			EMS team and		<b>F</b> 1
			work in tandem.		
5	6.1.2	Environme	The organization	Non-	
		ntal	shall diligently list	conforman	
		Aspects	out all the	ce	
			activities by		
	1		categories. For		
	1		example: offices,		
			Transportation,		
			consumables,		
			maintenance,		
	1		waste		
	1		management,		
			kitchens and		
			canteen, first-aid		
			room, etc. each of	• • •	
			these activities or		
			'Aspects' shall be	ļ.	
			listed in a	Ĭ	
	1		controlled and		
			documented form.		Q.
	i		This shall be	1	
	i		considered a		1
			working document and be reviewed		i î
			during periodic EMS meetings by	-	2
	i		top management.		
6	6.1.2	Environme	The organization	Non-	<del> </del>
U	0.1.2	ntal	shall clearly	conforman	
		Impacts	identify, for each	ce	
			of the aspects		
			identified above,		
			the harmful		
			impact/s caused		
	İ		by them on air,		
			water and ground		
			and tabulate them	×2	
			along with the		
			above aspects in		
			the same list.		
•	6.1.2	Resources	Identify and	Observati	
	******		designate	on	l l
			dedicated		
			resources to		
			address each of		
			the aspects and		
			impacts within a		
			reasonable		
			timeframe.		
,	6.2.2	Planning	Based on your	Non-	
		actions to	identified impacts,	conforman	1
		achieve	AIMS has the	ce	
		environme	liberty to prioritize	1	4.5
		ntal	which impacts are	1	
		objectives	vital to address	1	1 ,0
		'	first and prioritize	- 4	

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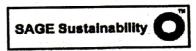
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			you have the liberty to address any number of impacts as long as you have set a reasonable time- frame.		• • • • • • • • • • • • • • • • • • • •
9	6.2.1	Environme ntal Objectives	For each of the aspects and related impacts, document your objectives and related targets (for example, reduction in paper waste or reduction of fuel usage, etc.) Your Aspects-Impacts-Objectives-Targets-Targeted dates — impact category (Air, Water ground) must be clearly recorded and documented.	Non- conforman ce	
			The environmental objectives shall be: a) consistent with the environmental policy; b) measurable (if practicable); c) monitored; d) communicated; e) updated as appropriate.		
1 0	6.2.2	Planning actions to achieve environme ntal objectives	When planning how to achieve its environmental objectives, the organization shall determine:  a) what will be done; b) what resources will be required;	Observati on	- , 45
, .			c) who will be responsible; d) when it will be completed; e) how the results will be evaluated, including indicators for monitoring progress toward achievement		

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	1	<del></del>	of its measurable		
			environmental	4	
1			objectives.		
1	7.2	Competen	The organization	Observati	
1		ce	shall:	on	
			a) determine the		
			necessary		
			competence of		
1	1		person(s) working on its		£ + 1
1			environmental		1
l			performance and		1 .
		1	compliance		
l			obligations;		
l			b) ensure that		l l
1			these persons are		ro
1			competent on the		
l			basis of		
1			appropriate		
1			education, training or experience;		
l			c) determine		
l			training needs	4	1
1			associated with its		
l			environmental		1
1			aspects and its		
1			environmental		· · · · ·
1			management		
1			system; d) where		
		4	applicable, take		
			actions to acquire		_
			the necessary		
			competence, and		
1			evaluate the		
<u> </u>	7.0		effectiveness		
1 2	7.3	Awarenes s	AIMS shall ensure that the EMS	Observati	
-		*	team is	on	
		J	knowledgeable of:		1
			a) the		1
			environmental		1
			policy;		
l			b) the identified	9	
			significant aspects	110	
			and related actual		
			or potential		
			environmental		
			impacts; c) their		i
			contribution to the		
			effectiveness of		
		1	the EMS,		
	1	1	including the		
	1	1	benefits of		4
			enhanced		jos/
			environmental		1. 1/
	*		performance;		1 \ '\'
			d) implications of		/ \\
			not conforming		
	_		with the EMS requirements,		Y

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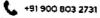
			including not fulfilling the organization's compliance obligations.		
1 3	7.4	Communic ation	The policy, significant aspects and their related impacts along with the targets to mitigate these impacts shall be communicated to the entire organization (AIMS), including the students.	Observati	
1 4	7.4.3	External Communic ation	AIMS shall respond to any external agency/interested parties/individuals that are interested in any part of the EMS. This is obligatory.	Observati on	
5	All clauses of 7.5	Document ation	AIMS shall ensure that all general requirements such as the nature, size, obligations, interactions of the organization are officially documented. It shall also ensure creating, periodic updating and controls on the documentation are strictly followed.	Observati on	
1 6	8.1 (d)	Operation al planning and control	AMMS shall consider the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.  Suggestion: The	Ōbservati	he.
	′		easy way to achieve this target		7

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			is go back and review your aspects/impacts and their associated objective and		
1 7	8.2	Emergenc y preparedn ess and response	shall establish, implement and maintain the process(es) needed to prepare for and respond to potential emergency situations identified by the EMS committee. Examples include Fire, Chemical Spills, fuel leakages from transportation vehicles,  a) AIMS must ensure adequat e number of fire extingui shers and proper signage and their monthly inspecti on is in place. b) A basic spill kit in the lab is also recomm ended. c) Access, egress and escape routes in case of a fire or an emerge ncy incident must be	Observati	

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			clearly posted in strategi c areas. d) Commu nication of the emerge ncy prepare dness and controls shall be commu nicated to all member s of the AIMS campus . e) The emerge ncy systems shall be inspecte d/tested at least once every six months as per the local legal		
1 8	9.1.2	Evaluation of	require ment.  The AIMS EMS committee and top	Observati on	
		complianc e	management shall meet periodically, on a regular basis and evaluate compliance with the Management Systems implementation and progress. It is vital for the top management to be involved in this process.		. کیرو
9	9.2	Internal audit	An EMS audit committee must ensure Internal audits are conducted every 6 months, be unbiased and any	Observati on	Jan

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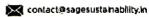
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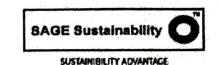
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			non-conformities shall be addressed immediately; all internal audits shall be documented and recorded.	-	
1 9	9.3	Managem ent Review	A periodic (at least yearly) top level management review of the EMS performance shall be conducted, and any discrepancies shall be immediately addressed.	Observati on	
2 0	10.3	Continual Improvem ent	AIMS shall demonstrate that they review their aspects and impacts, establish objects and targets accordingly, One of the major requirements of an EMS is to demonstrate continual improvement.	Observati on	

Finally, the auditor thanks the Management Representative, Members and participants of the audit team for their complete support, transparency and keenness in establishing the systems. The support extended during the internal audit/Gap analysis was commendable.

The auditee may contact the auditor at any time for clarifications or suggestions for implementation of the EMS program. Wishing the organization all the best in their efforts.

Sincerely,

Ram Ramisetty

Certified Lead EMS Auditor (ISO 14001/ISO 45001)

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Consulting Assignment with SAGE Sustainability.

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