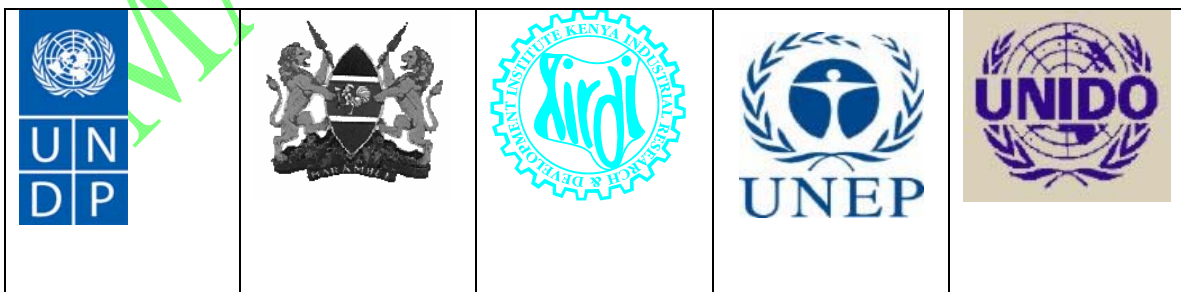


# THE NATIONAL CLEANER PRODUCTION AWARD, 2008

## ASSESSMENT TOOL FOR ALL CATEGORIES OF APPLICANTS

20<sup>TH</sup> NOVEMBER 2008



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A) COVER NOTE

The details of the duly filled, signed and returned assessment tool will be subjected to verification by a technical team and/or panel of judges appointed by the award organizers. This will involve some ground truthing mission by a team of judges to your enterprise. Any false statements therein will lead to automatic disqualification from the award process.

*I certify that the information contained in this assessment tool is true to the best of my knowledge and is a fair representation of the environmental performance of my company, and that the data contained herein may be used for the purposes of promoting an accelerated uptake of Cleaner Production Practices in the country.*

Name of the Company:

Name of the Chief Executive:

Signature of the Chief Executive:

Date:

Company Stamp:

Contact Person for the Assessment Tool:

Designation:

Signature:

Date:

E-mail Address:

MANUFACTURING

## B) FORWARD

Dear Applicant,

The journey towards sustainability and competitiveness requires that businesses should find innovative ways of being profitable while at the same time expanding their traditional frontiers of business to include environmental, health and social dimensions. There is no other cost effective way of achieving this goal other than through the adoption of Cleaner Production (CP). CP is a dynamic and voluntary management, economic, environmental and quality improvement tool that is essential businesses' competitiveness. The KNCPC fraternity is delighted to note that your enterprise is participating in this year's National CP Award for 2008. By design, the award ceremony is scheduled for November 20, 2008 to coincide with the Africa Industrialization day and also demonstrate the centrality of CP in enhancing industrial competitiveness.

With the advent of globalization, Kenyan businesses are increasingly being subjected to increased competition and more choice, a development that is pushing them into looking for innovative ways of cutting down on their operational costs so that they can remain competitive. This scenario is compounded further by increasing costs of water; raw materials; energy; waste and/or effluent treatment or disposal; and more stringent environmental regulations being enforced by the National Environment Management Authority (NEMA). The CP approach that advocates for waste minimization at source and resource efficiency presents a cost effective and preventive approach to business management. It is based on the premise that "waste is money down the drain" and if it is not well managed, it eventually becomes a business's liability through environmental pollution and inefficient resource consumption. The best solution therefore is one where the production of waste is avoided altogether, that is to say CP, waste minimization, pollution prevention and optimization of resource consumption. Successful adoption of CP will result in environmental improvement, cost savings, reduced risks, competitive advantage and improved communication among employees as the bedrock of CP is teamwork.

The purpose of this CP award is to recognize businesses that have fully embraced CP and are now enjoying demonstrable environmental and economic benefits through a more efficient use of raw materials and water and also a sustained promotion of better environmental performance through waste minimization. As a participant, you are contributing to the culture of continuous improvement through CP adoption and application. This tool is intended to address your businesses' entire environmental performance for purposes of the award and it is our sincere hope that it will also help to guide the development of your future environmental programs that will be embracing continuous improvement.

With Best Wishes!

Jane Nyakang'o  
Director  
KNCPC

## C) INTRODUCTION

Participation in this CP Award is open to all types of businesses that are currently operational in the country ranging from micro to small, medium, and large-scale enterprises that are involved in both manufacturing and service delivery. Participating enterprises have to demonstrate continuous environmental sustainability through the adoption of CP. Enterprises have to demonstrate a commitment to improved environmental stewardship through policy formulation; planning; implementation of management plans; measurements and record keeping; team work; verification and documentation of the realized achievements.

The seven (7) Award categories to be vied for are as listed below:

- ❑ Occupational Health and Safety Award
- ❑ Solid Waste Reduction Award
- ❑ Wastewater Reduction Award
- ❑ Gaseous Emission Reduction Award
- ❑ Cleaner Production Innovation Award
- ❑ Cleaner Production Leadership Award
- ❑ Overall Corporate CP Award

## D) THE KENYA NATIONAL CLEANER PRODUCTION CENTER (KNCPC)

The Kenya National Cleaner Production Center (KNCPC) was established in July 2000 by the Government of Kenya through the Kenya Industrial Research and Development Institute (KIRDI) and the United Nations Development Program (UNDP). In September 2006, it was transformed to a Government Trust. Its mandate is to accelerate the adoption of Cleaner Production (CP) practices by Kenyan businesses through awareness raising, training, setting up of demonstration projects, information dissemination and policy dialogue. It promotes the dissemination of best environmental practices that are based on minimizing the generation of waste at source as well as enhancing resource utilization efficiencies. The center is part of a global National Cleaner Production Center (NCPC) program that is being supported by the UN family in developing countries and those ones with transition economies.

## E) AWARD CRITERIA AND HOW YOUR APPLICATION WILL BE JUDGED

The Award criteria required in this assessment tool are divided into questions that assess the company's performance with respect to the following:

- ❑ Occupational Health and Safety Management
- ❑ Solid Waste Reduction Initiatives
- ❑ Wastewater Reduction Initiatives
- ❑ Gaseous Emission Reduction Initiatives
- ❑ Cleaner Production Innovation Activities
- ❑ Cleaner Production Leadership Activities

## F) STRUCTURE OF THE AWARD

The following groups have been established to guide this CP Award Process:

***The Steering Committee:*** The Committee representing different sectors of government, business associations and industry has the role of endorsing the purpose and objective of the Award program, providing policy direction as well as to review and provide comment on the basic program components. This Committee is the vehicle for providing input from key stakeholders. The Steering Committee is also building recognition for the award within and outside their respective organisations.

***The Technical Team:*** This Team is responsible for developing the award criteria and making technical reports of the applications. The team is drawn from the private and public sector, as well as expertise into the methodology of cleaner production.

***Panel of Judges:*** This team will conduct the evaluation and scoring of applicants. It includes technical expertise from the industry and experts in cleaner production.

## G) FILLING OF THE AWARD ASSESSMENT TOOL

For companies and/or businesses that wish to be considered for the overall Cleaner Production (CP) Award, it is strongly recommended that they fill all the **114** questions that are listed in the respective six award categories. However, it is also permissible for companies and businesses to fill questions in selected award categories based on their comparative strengths i.e. if a company and / or business feels it is strong only in occupational health and safety and waste water reduction initiatives, let it only fill these sections of the assessment tool.

Based on lessons learnt during the previous rounds of the National CP Award, a special and parallel CP Award category has been set aside exclusively for micro and small scale enterprises, who by their very nature can not be ranked directly with large corporations.

You are requested to respond to the questions in a clear and concise manner. Should you require additional space, please use a clearly labeled separate sheet and state that you have done so in the appropriate section of the assessment tool.

A team of experienced experts will review your responses based on the follow up verification exercise and award you scores with zero (0) being the lowest and three (3) being the highest for each of the questions. The total possible score is 342 Marks.

All responses alluding to some good environmental practice should be backed up with evidence. Should you require any further assistance, please call the **CP Award Secretariat** using the contacts listed below. Where a question is not applicable, please state this as N/A and include a reason if possible. Please ensure that the cover sheet accompanying this assessment tool is also completed and signed by the company's Chief Executive.

**Note: A participation fee of Kshs. 25,000.00 (twenty five thousand) per company is charged on all participating enterprises.**

## H) SUBMISSION OF YOUR APPLICATION

Please submit one bound copy of the assessment tool together with relevant supporting documents (where they have been requested for) to:

**The CP Award Secretariat**

**Kenya National Cleaner Production Center**

**Kapiti Road, off Mombasa Rd, Nairobi South-C.**

**P.O. Box 1360 - 00200 City Square, Nairobi-KENYA | Tel. 254-(0)-20-604870/1;  
603842; 603493**

**Fax: 254-(0)-20-604871**

**E-mail: [info@cpenya.org](mailto:info@cpenya.org)**

E-mailed responses should be in PDF (portable document format) and accompanied by scanned copies of supporting documents.

**The deadline for Submissions is: September 30, 2008**

MANUFACTURING

## I) GENERAL COMPANY INFORMATION

Industrial Sector:

Brief Description of the Activities of the Company:

Number of Years in Operation:

Number of Employees:

Number of Shifts Per Day Operated:

Operating Hours Per Shift:

Which Shift is Associated with More Waste Generation and Why?

Total Operating Hours Per Year:

MANUFACTURING

J) AWARD CATEGORIES

(I) OCCUPATIONAL HEALTH AND SAFETY AWARD

<b><i>Occupational Health and Safety Award</i></b>		<b>Score</b> 0 – Not known or Implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	OHSA	Yes	No	Justify your answer
1	Is there any functional occupational health and safety policy in the company?			
2	Does the company provide appropriate personal protective equipments (PPEs) that are renewed at regular intervals?			
3	Is there a person responsible for occupational health and safety in the company?			
4	Are there health and safety committees?			
5	Are people who handle hazardous materials and wastes specifically protected and well trained?			
6	Are there material health and safety data sheets available for all hazardous materials?			
7	Has the company initiated any noise management programs that aim at compliance and employee safety?			
8	Do you regularly carry out audiometric measurements on your employees?			
9	Are all fire equipment numbered, well positioned and regularly serviced?			
10	Is the training in the use of fire equipment done on a regular basis so as to have adequate fire marshalls?			

11	Are fire hydrants/hose reels/fire alarms well maintained and functional?			
12	Are fire drills and evacuation procedures regularly organized?			
13	Are fire assembly points clearly marked and fire safety signs well displayed?			
14	Is the First Aid box appropriately positioned and stocked with required ingredients?			
15	Is the list of First Aiders available?			
16	Are material safety data sheets (MSDSs) in use together with written instructions on how to handle hazardous materials?			
17	Is there evidence that the company has developed key performance indicators that are used to guide its benchmarking process?			
18	Are all injuries and accidents properly recorded and their root causes investigated and determined to prevent recurrence?			
19	Is there an inventory of hazardous materials in the company?			
20	Is there any licence for storing / transporting hazardous materials?			
21	Does the company provide medical care / insurance?			
22	Are AIDS control programs in place?			
Total for this section:				

**(II) SOLID WASTE REDUCTION AWARD**

<b><i>Solid Waste Reduction Award</i></b>		<b>Score</b> <b>0 – Not known or Implemented</b> <b>1 – Awareness but little evidence. Not Well Implemented</b> <b>2 – Implemented successfully but some elements missing</b> <b>3 – Meets requirements, efficient and effective</b>		
Contact person in the company: <span style="float: right;">↗</span>				
n.	SWRA	Yes	No	Justify your answer
23	Does the company have an environmental policy that calls for the adoption of Cleaner Production (CP) and waste minimization?			
24	Are the employees informed about the company environmental policy and guidelines?			
25	Is the public informed about the company environmental policy and guidelines?			
26	Does the company segregate or sort out its wastes?			
27	Are levels of rejection and rework monitored and analyzed?			
28	Does the company keep records on the quantity and categories of waste that is generated including by-products?			
29	Do you have a mechanism for hazardous waste handling and disposal?			
30	Do you have a permit / licence to transport / store wastes?			
31	Does the company have a methodology or procedure for identifying areas of inefficient use of resources and poor management of solid wastes?			
32	Are there any waste minimization programs in the company?			
33	Is the company staff trained in Cleaner Production?			

34	Is there a waste treatment/ management facility?			
35	Is the company in possession of all relevant environmental laws (laws, regulation, permits, and standards?)			
36	Do you carry out regular environmental inspections and audits?			
37	Do you have a designated environmental coordinator with sufficient competence and power to give instructions and with clearly defined responsibilities?			
38	Does the company use environmental performance indicators as a tool for continual improvement?			
39	Is there a system for recording / evaluating environmental costs and savings in the company?			
40	Is there evidence of a CP team?			
41	Is there a procedure for handling complaints on environmental issues from neighbours?			
42	Has the company received any environmental / CP-award?			
43	Do you consider environmental criteria in procuring your materials (Green Procurement)?			
44	Do you have agreements with your suppliers regarding the reuse and recycling of packaging materials?			
45	Is there a regular exchange of experience with other companies regarding environmentally friendly materials typical to the sector?			
46	Do you pay attention to the labels on the products during purchasing?			
47	Are the customers informed about environmental effects of the products?			

48	Is warehousing computerized and First in First Out driven by the system?			
49	Is there a documented product recall system?			
50	Are there formal standards for raw materials and packaging?			
Total for this section:				

**(III) WASTEWATER REDUCTION AWARD**

<b><i>Wastewater Reduction Award</i></b>		<b>Score</b> <b>0 – Not known or Implemented</b> <b>1 – Awareness but little evidence. Not Well Implemented</b> <b>2 – Implemented successfully but some elements missing</b> <b>3 – Meets requirements, efficient and effective</b>		
Contact person in the company:				
<b>n.</b>	<b>WRA</b>	<b>Yes</b>	<b>No</b>	<b>Justify your answer</b>
51	Does the company have an environmental policy that calls for the adoption of cleaner production and waste minimization?			
52	Does the company know all its sources of wastewater and their associated costs plus reasons why they are being generated?			
53	Does the company have a Cleaner Production action plan? Describe it.			
54	Is staff trained in Cleaner Production?			
55	Does the company monitor its water consumption and wastewater generation and have it trended?			
56	What incentives does your company provide to staff for creativity and ideas generation in relation to the promotion of Cleaner Production?			

57	Do you communicate to your staff on Cleaner Production and at what frequency?			
58	Are regular analysis undertaken to establish the level of steam and water leakages?			
59	Is there a nominated senior officer responsible for environment and waste in general and with clearly defined responsibilities?			
60	Is there a wastewater treatment facility?			
61	Is a preventive maintenance program in place?			
62	Are machine efficiencies recorded and trended?			
63	Does the company subscribe to the 3R philosophy of reducing, reusing and recycling wastewater and its steam condensate?			
64	Do cross functional groups work as a team on areas of improvement, different experts from different departments coming together to brainstorm on a common problem?			
65	Is there evidence that the company manages its water spills, overflows and leakages well?			
66	Does the company practice rooftop rain water harvesting for its use?			
67	Has the company installed any water saving devices?			
68	Has the company undertaken any water input/output balance through metering to different unit operations?			
69	Is the company in possession of relevant wastewater permits/licences to transport and store wastewater?			

70	Does the company subscribe to a certified ISO system?			
71	Are there work instructions for machinery and other critical operational activities?			
72	Is there clear evidence that quoted standards are being consistently applied?			
73	Is the company in possession of details of its effluent composition from an accredited laboratory?			
Total for this section:				

**(IV) GASEOUS EMISSION REDUCTION AWARD**

<b><i>Gaseous Emission Reduction Award</i></b>		<b>Score</b> <b>0 – Not known or Implemented</b> <b>1 – Awareness but little evidence. Not Well Implemented</b> <b>2 – Implemented successfully but some elements missing</b> <b>3 – Meets requirements, efficient and effective</b>		
Contact person in the company:				
<b>n.</b>	<b>GERA</b>	<b>Yes</b>	<b>No</b>	<b>Justify your answer</b>
74	Does the company have an environmental policy that calls for the adoption of cleaner production and waste minimization e.g. use of cleaner fuels?			
75	Does the company know all its sources of gaseous emissions and their associated costs plus reasons why they are being generated?			
76	Has the company characterized its air emissions based on analysis from an accredited laboratory?			
77	Are air emissions from the company monitored?			
78	Has the company substituted the use of chloro-fluoro-carbons (CFCs) as refrigerants in its air conditioning units, chillers, freezers, etc for			

	purposes of safeguarding the ozone layer?			
79	Has the company put in place mechanisms for managing particulates, sulphur and nitrogen oxides emanating from the combustion of fossil fuels?			
80	Are the company's combustion activities routinely maintained and optimized for the sake of environmental conservation?			
81	Are the company's vehicle fleet routes logistically planned to enhance efficiency and minimization of vehicular emissions?			
82	Are the company's boilers and other combustion units routinely inspected and certified for efficient operation by recognized inspectors?			
83	Are specifications for boiler/furnace fuels and other inputs, developed and adhered to?		---	---
84	Are there end-of-pipe technologies in place for purposes of minimizing gaseous emissions?			
85	Does the company have a Cleaner Production action plan?			
86	What incentives does your company provide to staff for creativity and ideas generation in relation to the promotion of Cleaner Production?			
87	How do you communicate to your staff on Cleaner Production and at what frequency?			
88	Is there a nominated senior staff responsible for the environment within the existing company structure and with clear responsibilities?			
89	Are machine efficiencies recorded and trended?			
90	Are shutdown and start up checklists used?			

91	Is a preventive maintenance program in place?			
92	Is there evidence of teamwork in the operations of the company?			
93	Describe the external sources of feedback used to improve company performance.			
94	Does the company subscribe to an ISO certified system?			
95	Is there clear evidence that quoted standards are being consistently applied and adhered to?			
96	Is there evidence that the company has developed key performance indicators that are used to guide its benchmarking process?			
Total for this section:				


(V) **CLEANER PRODUCTION INNOVATION AWARD**

<b><i>Cleaner Production Innovation Award</i></b>		<b>Score</b> <b>0 – Not known or Implemented</b> <b>1 – Awareness but little evidence. Not Well Implemented</b> <b>2 – Implemented successfully but some elements missing</b> <b>3 – Meets requirements, efficient and effective</b>		
Contact person in the company:				
<b>n.</b>	<b>CPIA</b>	<b>Yes</b>	<b>No</b>	<b>Justify your answer</b>
97	Does the company embrace a corporate policy that prioritizes creativity and innovation?			
98	Is there evidence for creativity and innovation in the company's attempt to cut down on its overall costs of production and remain competitive?			
99	Is there evidence for creativity and innovation in the company's attempt to provide safer working conditions for its employees?			

100	Is there evidence for creativity and innovation in the company's attempt to promote the ideals of corporate social and environmental responsibility (CSER)?			
101	Is there evidence for creativity and innovation in the company's procurement procedures?			
102	Is there evidence for creativity and innovation in the company's management of all categories of waste (hazardous and non-hazardous)?			
103	Is there evidence for creativity and innovation in the company's attempt to embrace sustainability reporting?			
104	Is there evidence for creativity and innovation in the company's fire preparedness and emergency response measures?			
105	Is there evidence for creativity and innovation in the company's sustainable use of all its process inputs?			
106	Is there evidence for creativity and innovation in the company's marketing strategies?			
107	Is there evidence for creativity and innovation in the company's eco-positioning for enhanced competitiveness?			
Total for this section:				

MAN

(VI) CLEANER PRODUCTION LEADERSHIP AWARD

<b><i>Cleaner Production Leadership Award</i></b>		Score		
		0 – Not known or Implemented		
		1 – Awareness but little evidence. Not Well Implemented		
		2 – Implemented successfully but some elements missing		
		3 – Meets requirements, efficient and effective		
Contact person in the company: 				
n.	CPLA	Yes	No	Justify your answer
108	Is there evidence that your company has assisted other businesses to embrace Cleaner Production and other Good Manufacturing Practices (GMPs) through some umbrella business association?			
109	Is there evidence that your company has assisted other businesses to embrace Cleaner Production and other Good Manufacturing Practices (GMPs) through sector-wise peer interaction forums?			
110	Is there evidence that your company has worked with relevant Government Ministries towards the development of policies that give priority to Cleaner Production through policy dialogue and analysis?			
111	Is there evidence that your company has sponsored Cleaner Production publicity and awareness raising campaigns using both the print and the electronic media?			
112	Is there evidence that your company has worked with other relevant stakeholders in the development and implementation of the Cleaner Production curricular at all levels of our education system?			
113	Is there evidence that your company has financed research in Cleaner Production through national research institutes and public universities?			
114	Is there evidence that your company promotes the ideals of Cleaner Production through business association meetings such as KAM, KNCCI, KEPSA, etc.			
Total for this section:				

**(VII) OVERALL CLEANER PRODUCTION AWARD**

The winner of this overall Cleaner Production Award is the one who will register the highest cumulative score in the other six award categories listed above.

**APPLICATION FORM**

**I would like to participate in the National Cleaner Production Award 2008**

Company Name: .....

Name of Company CEO:.....

Name & Title of CP Award Contact Person.....

Contact Address.....

E-mail:.....

Fax:.....

Tel. (Landline & Mobile).....

**Company sector and products**

Sector:.....

Major products or services.....

**Declaration**

I declare that the information given about my company is a true representation:

Name..... Date.....

Designation..... Signature.....

This form should be returned by fax or e-mail to the CP Award Secretariat so as to reach it not later than 30 September, 2008. Thank you for choosing to participate in the National CP Award.

**END**