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| Biodiversity Benchmark Reference No: |       |
| **Organisation:** |  |

*Please refer to the Biodiversity Benchmark Requirements and Assessment Process Guidance when completing this form*

The information contained in the Questionnaire will be forwarded to your allocated assessor and will form part of your organisation’s Biodiversity Benchmark Assessment.

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| **Which category of the Biodiversity Benchmark are you applying for?** |
|  **[ ]  single site [ ]  multiple site** |

1. **COMMITMENT**

**1.1 Policy**

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| 1.1 Does the company and/or site have a biodiversity policy?  |
| [ ]  Yes (*please provide a copy)* [ ]  No |

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| **1.1.1 Is the policy signed by the CEO, MD or equivalent?** |
|  [ ]  Yes [ ]  No |
| **1.1.2 Is the organisation’s policy publicly available?** |
|  [ ]  Yes [ ]  No**If yes, please provide details:** |
| **1.13 When was the biodiversity policy last reviewed?**  |  |

**1.2 Partnerships**

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| **1.2 Do you have partners to help deliver your policy?** |
|  [ ]  Yes [ ]  No*If yes, please list who they are and how they are involved:* |
| **Name of organisation** | **Nature of involvement** |
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**1.3 Performance**

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| **1.3 How do you demonstrate continual biodiversity protection and enhancement?** *(brief description, no more than 100 words)* |
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1. **PLAN**

**2.1 Surveys**

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| **2.1.1 When did your organisation last undertake a survey to establish the status and potential of biodiversity within the scope of your management system?**  |
|  |
| **2.1.2 Is the whole of your scope for Biodiversity Benchmark covered?** |
|  [ ]  Yes [ ]  No**2.1.3 Who carried out the survey?**  |
|       |

**2.2 Legislation and other Requirements**

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| **2.2.1 Has your organisation documented all legal and other requirements?** |
|  [ ]  Yes [ ]  No |
| **2.2.2 How does your organisation assess/test its compliance with legal and other requirements?** *(brief description, approximately 100 words)* |
|       |

**2.3 Assessment of Significance**

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| **2.3.1 When did your organisation last conduct a documented assessment of the habitats and species within your landholdings to determine their significance?** |       |

**2.3.2 What information was taken into account?**

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**2.4 Objectives and Targets**

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| **2.4.1 Please list four of your organisation’s Biodiversity Performance Indicators.** |
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| **2.4.2 Please list three of your organisation’s biodiversity objectives and targets** |
| **Biodiversity Objectives** | **Biodiversity Targets** |
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**2.5 Action Plans**

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| **2.5.1 Does your organisation have documented action plans to achieve your objectives and targets?** *If no, proceed to 3.2* |
| [ ]  Yes [ ]  No |
| **2.5.2 How do you review the action plans?** *(brief description, approximately 100 words)* |
| **2.6 Assessment of Impact**

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| **2.6.1 How does your organisation assess and record the potential impact of activities, including maintenance?** |
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1. **DO**

**3.1 Responsibilities and Resources**

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| **3.1.1 Who, or what team has overall responsibility for implementing a biodiversity management system at your organisation/site?** |
| **Name** | **Job title** |
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**3.2 Competence**

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| **3.2.1 How does your organisation ensure that people working for you are competent to deliver your commitments to biodiversity and the requirements of the Benchmark?** *(brief description, approximately 100 words)* |
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| **3.2.2 Is the performance of people working on your behalf and their impact on biodiversity periodically assessed?** |
| [ ]  Yes [ ]  No |

**3.2.3 If yes, how often?** |

**3.3 Communication**

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| **3.3.1 How does the organisation ensure appropriate staff are aware of biodiversity issues?** *(brief description, approximately 100 words* |
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| 3.3.2 How do you communicate with external stakeholders about your biodiversity performance? |
| *(brief description, approximately 100 words)* |

**3.4 Documentation**

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| **3.4.1 Does your organisation’s biodiversity management system documentation define the scope of the management system?**  |
| [ ]  Yes [ ]  No |
| **3.4.2 Does the documentation describe the main elements of the management system and their interaction?** |
| [ ]  Yes [ ]  No |

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| **3.4.3 Does the documentation provide appropriate reference to related documents?** |
| [ ]  Yes [ ]  No |

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| **3.4.4 Does the documentation define the frequency associated with the term ‘periodically’ contained within this Biodiversity Benchmark ?** |
| [ ]  Yes [ ]  No |

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| **3.4.5 Is the documentation available and controlled?** |
| [ ]  Yes [ ]  No |

1. **CHECK**

**4.1 Surveillance**

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| **4.1.1 How often does your organisation measure and record the current status of habitats and species?** |
| **4.2 Monitoring****4.2.1 How does your organisation establish, implement and maintain a means for measuring and monitoring biodiversity in order to ensure conformance with policy commitments?** *(brief description, approximately 100 words)* |
|  |

**4.3 Identifying and Dealing with Problems**

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| **4.3.1 How does your organisation find and deal with problems which may either adversely affect the commitments to biodiversity or undermine the requirements of this benchmark?** *(brief description, no more than 100 words)* |
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| **4.3.2 Are the outcomes recorded?** |
| [ ]  Yes [ ]  No |

**4.4 Internal Audit**

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| **4.4.1 When did your organisation last undertake an internal audit to determine if the management system is properly implemented and maintained?** |  |
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| **4.4.2 Who carried out the audit?** |  |
| 1. **ACT**
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**5.1 Analysis and Response**

**5.1.1 How does your periodic analysis of the outcomes from monitoring take into account internal audit and problems you have identified?** *(brief description, approximately 100 words)*

**5.2 Management Review**

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| **5.2.1 When was the last management review undertaken?** |  |
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| **5.2.2 Who carried out the review?** |  |

**Declaration**

***To the best of my knowledge, I declare that the statements in this questionnaire are true, and that the information provided is correct.***

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| --- | --- |
| **Signature of person who completed this form:** |  |
| **Name:** |  |
| **Position within organisation:** |  |
| **Date:** |  |

***I support the application to The Wildlife Trusts’ Biodiversity Benchmark and believe the organisation to be ready to undertake the assessment process.***

|  |  |
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| **Signature of Chairman / MD / Chief Executive or equivalent:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

*Please be aware, an Auditor will not be allocated until a completed Pre Assessment Questionnaire has been received.*

*Your Pre Assessment should be submitted to: Gillian Cawthorne, Corporate Relations Officer, e-mail:* bb@wildlifetrusts.org.