

## **Questionnaire**

### **Part 1 – Enterprise Properties**

- 1 – Specify the region of your enterprise
- 2 – Specify the economic activity of your enterprise
- 3 – Specify the size of your enterprise (given in m2)
- 4 – Specify the size of your enterprise (number of employees)
- 5 – Specify which ISO standards does your enterprise applied and had certification?
- 6 – Specify the time on the market of your enterprise?
- 7 – How old are the equipment installed in your enterprise?
- 8 – Specify the number of used energy sources in your enterprise
- 9 – Specify the number of significant energy consumers in your enterprise (refers to all devices, equipment, tools that have significant energy consumption).
- 10 – Estimate the average energy consumption on yearly level.
- 11 – Specify the number of persons in charge of energy management in your enterprise.
- 12 – Specify the number of persons in charge of circular economy in your enterprise.

### **Part 2 - Analysis of circular economy application**

#### **PLAN – System approach**

1. Does your organization have an implemented system that tracks, documents, and maintains energy consumption in your company? Yes – Partially - No
2. Does your organization have an implemented system that tracks, documents waste management in your company? Yes – Partially - No
3. Are the boundaries of your company which the mentioned systems cover clear (the entire plant, part of the plant, production line, etc.)? Yes – Partially - No
4. Is there a document that in any way specifies effective energy management (given, for example, in the Organization's Procedures)? Yes – Partially - No
5. Is there a document that regulates effective waste management (given, for example, in the Organization's Procedures)? Yes – Partially - No
6. Does the system you have implemented in your organization include continuous improvement of energy system performance and energy efficiency? Yes – Partially - No
7. Does your organization have a clearly defined Environmental Protection Policy and/or Energy Policy? Yes – Partially - No

#### **PLAN - Leadership**

8. Does your management clearly define and assign responsibilities and authorities to ensure effective energy management? Yes – Partially - No

9. Does your management clearly define and assign responsibilities and authorities to ensure effective waste management? Yes – Partially - No

10. Does your management promote the importance of energy efficiency and effective energy management at all levels of the organization? Yes – Partially - No

11. Does your management ensure the awareness of energy efficiency among employees in your organization? Yes – Partially - No

12. Does your management provide sufficient information about the importance of waste management to employees in your organization? Yes – Partially - No

#### **PLAN – Circular Economy planning**

13. Are circular economy performances included in the long-term plans of your organization? Yes – Partially - No

14. Does your organization have a defined plan about the use of circular economy, savings, system performances that need to be achieved for a certain defined time period? Yes – Partially - No

15. Does your organization define a plan of activities related to waste management? Yes – Partially - No

16. Does your organization define a plan of activities related to circular economy system performances? Yes – Partially - No

#### **PLAN – Standards and legal requirements**

17. Does your organization identify, implement, and have access to the appropriate requirements defined by legislation (regulations, statutes, rules) that relate to the use of circular economy, consumption, and efficiency? Yes – Partially - No

18. Does your organization identify, implement, and have access to the appropriate requirements defined by legislation (regulations, statutes, rules) that relate to the use of biodegradable materials, waste management in its processes? Yes – Partially - No

19. Does your organization ensure that these requirements are complied with and monitored at specific time intervals? Yes – Partially - No

#### **PLAN – Circular Economy profile**

20. Does your organization carry out waste sorting? Yes – Partially - No

21. Does your organization implement the reuse of plastic or other non-biodegradable packaging in its processes? Yes – Partially - No

22. Does your organization use biodegradable materials in its processes (e.g., for packaging, storage, etc.)? Yes – Partially - No

23. Does your organization have an incentive policy for the return of old/worn/used packaging or products? Yes – Partially - No

24. Does your organization review its packaging processes to minimize material usage? Yes – Partially - No

25. Does your organization in any way review its circular economy savings program on a monthly, quarterly, or annual level? Yes – Partially - No
26. Does your organization use renewable energy sources in its processes? Yes – Partially - No
27. Does your organization use a closed system of internal transportation (loading, unloading, storage)? Yes – Partially - No
28. Does your organization use an automatic leak detection system? Yes – Partially - No
29. Does your organization perform regular maintenance of energy transformation equipment and the transportation of working fluids? Yes – Partially - No
30. Is energy recuperation used within the processes, and is water recirculation practiced? Yes – Partially - No
31. Does your organization select suppliers based on ecological criteria? Yes – Partially - No
32. Does your organization select companies for gas supply, thermal energy based on ecological criteria? Yes – Partially - No
33. Does your organization take ecological criteria into account when choosing cooling systems? Yes – Partially - No
34. Does your organization use natural raw materials for product manufacturing (e.g., biopolymers, biodegradable materials)? Yes – Partially - No
35. Does your organization use natural cleaning agents? Do you use dry cleaning in your processes? Yes – Partially - No
36. Are cleaning agents chosen based on their environmental impact? Yes – Partially - No
37. Does your organization use secondary raw materials as input materials for production processes? Yes – Partially - No
38. Does your organization use alternatives to chemical components that are healthier and more environmentally friendly compared to existing ones? Yes – Partially - No
39. Does your organization review its production processes to improve resource savings (raw materials, energy, water, etc.)? Yes – Partially - No
40. Does your organization in any way test the impact of its processes on the quality of air/soil/water? Yes – Partially - No
41. Is your organization legally obligated to monitor water, soil, air, etc.? Yes – Partially - No
42. Does your organization have a closed cycle for water reuse in its processes? Yes – Partially - No
43. Does your organization apply the reuse of wastewater or rainwater in its processes? Yes – Partially - No
44. Does your organization perform a life cycle assessment of its products? Yes – Partially - No
45. Does your organization develop products or services promoting rational circular economy management or the use of renewable energy sources? Yes – Partially - No

46. Does your organization develop products or technologies in the renewable energy sector (e.g., solar energy, wind energy, biomass, geothermal energy)? Yes – Partially - No
47. Does your organization develop products or service processes aimed at optimizing circular economy costs? Yes – Partially - No
48. Does your organization conduct an energy audit (control and monitoring of system circular economy performance within your organization)? Yes – Partially - No
49. Does your organization use benchmarking with similar organizations in terms of circular economy consumption and emissions from processes? Yes – Partially - No
50. Does your organization analyze the use and consumption of circular economy within the organization, and does it measure and identify current sources in detail? Yes – Partially - No
51. Is there any form of monitoring of circular economy, water, and waste consumption within the organization? Yes – Partially - No
52. Does your organization have records of past circular economy consumption (to compare with current consumption)? Yes – Partially - No
53. Do you document circular economy consumption and the cost of circular economy over a certain period? Yes – Partially - No
54. At regular meetings (monthly, quarterly), do you consider opportunities for circular economy savings and increased circular economy efficiency? Yes – Partially - No
55. At regular meetings (monthly, quarterly), do you consider options for waste management? Yes – Partially - No

#### **PLAN – Circular Economy goals**

56. Do you have clearly defined goals and limitations regarding energy consumption in your company? Yes – Partially - No
57. Do you have clearly defined goals and limitations regarding waste management? Yes – Partially - No
58. Does your organization define action plans for achieving goals related to energy consumption/waste management (in which specific tasks, necessary resources, deadlines, and executors of these tasks are defined)? Yes – Partially - No
59. Are the previously defined action plans for energy saving/waste management implemented in your company? Yes – Partially - No

#### **DO – Employees involvement**

60. Do your employees include data related to energy consumption in their annual/monthly/weekly reports? Yes – Partially - No
61. Do your employees include data on waste management in their annual/monthly/weekly reports? Yes – Partially - No
62. Do your employees have activities during their work in which they track, measure, document, or report on energy consumption at any level? Yes – Partially - No

63. Do your employees have activities during their work in which they track, measure, document, or report on the consumption of non-renewable resources at any level, or the amount of waste from processes? Yes – Partially - No

64. Have your employees attended or completed any training, courses, or lectures related to effective use and management of energy/waste, as well as environmental protection? Yes – Partially - No

65. Do you organize training and/or meetings for employees regarding education on energy management, waste, biodegradable materials, and their importance? Yes – Partially - No

#### **DO - Communication**

66. Are information exchanges related to energy consumption or usage and circular economy practices (in meetings, email correspondence, reports) encouraged within your organization? Yes – Partially - No

67. Do you promote open communication within your organization regarding energy savings and circular economy initiatives? Yes – Partially - No

68. Are information exchanges regarding the amount of waste from processes and circular economy materials (in meetings, email correspondence, reports) encouraged within your organization? Yes – Partially - No

69. Do you encourage employees in your organization to provide suggestions and comments related to improving the energy efficiency and circular economy aspects of individual processes? Yes – Partially - No

#### **DO – Documentation system**

70. Does your organization have documentation related to energy management and circular economy practices (procedures, plans, reports, activities, instructions)? Yes – Partially - No

71. Does your organization have documentation related to waste management and circular economy materials (procedures, plans, reports, activities, instructions)? Yes – Partially - No

72. Do you have clearly defined procedures for managing documentation that pertains to energy management and/or waste within the circular economy framework? Yes – Partially - No

#### **DO – Process Approach**

73. Are you aware of the processes in your organization that significantly affect energy consumption? Yes – Partially - No

74. Are you aware of the processes in your organization that have a negative impact on the environment (use of non-degradable materials, production of products that may harm the environment in any way)? Yes – Partially - No

75. Can you identify processes where it is possible to increase energy efficiency? Yes – Partially - No

76. Do you have clearly defined procedures related to the operation and maintenance of machines, tools, and equipment in significant processes (i.e., in processes that you consider to have a significant impact on consumption/use of energy)? Yes – Partially - No

77. Does your organization in any way track data related to scrap in production (quantity, type of scrap, etc.)? Yes – Partially - No

78. Is your process organized in such a way that you have the ability to return scrap back into the production process? Yes – Partially - No

#### **CHECK – Monitor, Measure and Analyse Business Processes**

79. Are you aware of the largest consumers of energy and resources within your organization (facilities, equipment, systems, processes)? Yes – Partially - No

80. Are you informed about where (facilities, equipment, systems, processes) the largest amounts of waste that cannot be further processed occur? Yes – Partially - No

81. Do you determine the current energy and resource efficiency performances of facilities, installed equipment, systems, or processes to identify significant consumers? Yes – Partially - No

82. Can you estimate the consumption of energy and resources for future periods, as well as the costs? Yes – Partially - No

83. Do you identify and prioritize a list related to the opportunities for improving the energy and resource efficiency performances of your organization? Yes – Partially - No

84. Do you keep track of the development of new devices, systems, production lines that have better energy and resource efficiency performances than those of older production? Yes – Partially - No

85. Do you have someone in your organization who is responsible for monitoring, recording, and reporting on energy and resource consumption and savings within your organization? Yes – Partially - No

86. Does your organization keep records of all significant accidental conditions or deviations related to the variance from expected energy and resource consumption, including the reasons why they occur? Yes – Partially - No

87. Does your management keep a record of how much energy and resources are consumed for the production of a single product from your range? Yes – Partially - No

#### **ACT – Management Review and Continuous Improvement**

88. Is there a management review process related to energy management (consumption, savings, increasing energy efficiency)? Yes – Partially - No

89. Is there a management review process related to waste management (consumption, savings in raw materials)? Yes – Partially - No

90. Are corrective actions or plans defined regarding the current problem of energy consumption (on a quarterly or annual level)? Yes – Partially - No

91. Does your organization define preventive measures, actions, and/or plans related to energy management? Yes – Partially - No

92. Does your organization define preventive measures, actions, and/or plans related to waste management? Yes – Partially - No

93. Does the opinion of your customers/clients form based on the rational use of energy within your organization? Yes – Partially - No

94. Does the opinion of your customers/clients form based on the rational use of resources within your organization? Yes – Partially - No

95. Is energy saving in process activities directly related to fulfilling the satisfaction/expectations of your customers/clients? Yes – Partially - No

96. Does your management define actions in the plans for the coming period that will improve the production/service provision process in terms of waste management? Yes – Partially - No

97. Does your management define actions in the plans for the coming period that will improve the production/service provision process in terms of energy management? Yes – Partially - No