



EARTHCHECK

OFFSITE CERTIFICATION ASSESSMENT REPORT

MOUNT LAVINIA HOTEL



ASSESSMENT DATE: 16th April 2011

COMPLETED BY: Shad Sears

ON BEHALF OF EARTHCHECK

The planet deserves more than half measures

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DOCUMENT CONTROL

Version	Date	Author	Change Description
1.6	1/12/10	Glenn Althor	Added change control to document

DISCLAIMER

This Offsite Certification Assessment Report is limited to what the approved Auditor has read and heard during the investigations undertaken. We cannot report on what we haven't read, seen or heard. Consequently our investigation is a review only of evidence of compliance or not with the Company Standard to the extent and limitations of our investigations.

Our silence on an aspect does not mean we have concluded that compliance with the EarthCheck Company Standard has not been comprehensively achieved, nor that environmental harm has not occurred.

EXECUTIVE SUMMARY

Mount Lavinia Hotel has been successfully benchmarked and is now seeking certification. Mount Lavinia Hotel has completed the Self Assessment Checklist and provided other documents including their Green Policy, Simple Risk Assessment and Future Projects List.

Overall it would appear on the basis of this Offsite Certification Assessment Mount Lavinia Hotel has a **reasonable** level of compliance with the Company Standard.

INTRODUCTION

Offsite Certification Assessment Report

This is an Offsite Certification Assessment Report to determine if the organisation has met the requirements of the EarthCheck Company Standard. An approved EarthCheck Auditor has completed this report.

The successful completion of this stage involves Mount Lavinia Hotel reaching and maintaining appropriate baseline levels for their Sector Benchmarking Indicators in order to pass benchmarking requirements and proceed onto Certification.

Assessment and Certification Process

A report is issued to Mount Lavinia Hotel who is required to review the report and sign in acknowledgement, promptly returning this to EarthCheck for authorisation by an EarthCheck authority.

ASSESSMENT SCOPE

Extent and Duration of Audit

This Certification Audit Report is based on an Offsite Audit undertaken between 14th March 2011 – 16th April 2011 of Mount Lavinia Hotel. This report is limited to findings based on what Shad Sears has read, seen and heard during our Offsite investigations.

The Mount Lavinia Hotel is a 226 room hotel providing a range of functions including swimming pool, restaurants and a gymnasium in the former British Governors residence overlooking the bay in Sri Lanka.

Supporting Evidence Reviewed

The Offsite Certification Assessment involved the review of supporting evidence including:

- Benchmarked Assessment Report dated November 2010
- Self Assessment Check List dated January 2011
- Simple Risk Assessment
- New Green Policy dated March 2011
- 'Caring and Keeping' sustainability guidelines for guests
- Green Committee Structure
- Energy Consumption Tables

- Green Committee Guest Communication
- Invitation for Green Committee meeting
- Ongoing and future projects plan
- Copy of supplier letter
- How to reduce your energy bill presentation
- 3rd Party Independent Chemical assessment
- Staff training attendance sheets
- Operation Meeting Minutes
- Implementation Plan

CONTACT DETAILS

Company Contact Details

Company Name	Mount Lavinia Hotel
Address	No. 100 Hotel Road Mount Lavinia
Postcode/Zip	10370
Country	Sri Lanka
Telephone	+94 11 2711711
Fax	+94 11 2711711
Website	www.mountlaviniahotel.com
EarthCheck Coordinator (Name)	Janakapriya Balasuriya
Position	Maintenance Engineer
Email address	Janakapriya.b@mountlaviniahotel.com

Auditor Contact Details

Auditor Name	Shad Sears
Company Name	N/A
Address	21 Patwin St, Oxley
Postcode/Zip	4075
Country	Australia
Telephone	0419 771 079
Email address	shadsears@hotmail.com

ASSESSMENT FINDINGS

Methods

The method of Offsite Certification Assessment included a review of the Self Assessment Checklist and supporting evidence provided including the Simple Risk Assessment, Green Policy and Action Plan.

Referees

The Offsite Certification Assessment involved an interview with the independent referee provided by Mount Lavinia Hotel:

- Hemantha Ratnayke – Director Operations, Cicrus Leisure PLC
- K.A. Lalithwasantha – Cleaner Production Consultant, National Cleaner Production Center (Under UNIDO & UNEP)

SECTION 1 – POLICY

Supporting Evidence: Mount Lavinia Hotel Green Policy dated 17th March 2011, Self Assessment Checklist, Photographs of the Policy on display

Compliance is mostly stated with the Policy signed by the General Manager of Mount Lavinia Hotel, Mr Anura Dewapura. Supporting evidence for verification of compliance will be required for future audits including evidence of the policy on display for staff, customers and suppliers.

SECTION 2 – BENCHMARKING

Supporting Evidence: Benchmarking Assessment Report

The Benchmarking section submitted is mostly shown as compliant with eight of the assessed EarthCheck indicators at or above the Baseline level. From the benchmarking data provided, seven indicators, *Energy Consumption, Potable Water Consumption, Waste sent to landfill, Waste Recycling, Community Contributions, Cleaning Products and Pesticide Products*, are at or above the Best Practice level, which is an achievement to be very highly commended.

Supporting evidence of past and current records of the collection of, or type of data, or calculations as to how the supporting evidence was processed, will be necessary for future assessments. This should be accurately recorded and calculated. The required information and records will mainly be available through the normal engineering and administration sections of the organisation. Any initiatives for future improvements to Benchmarking performance should be included in the Action Plan.

Please Note: EarthCheck Benchmarking Assessor's undergo a detailed review and clarification at the time of annual Benchmarking. Therefore, the verification of an organisation's Benchmarking Data is only verified during an Onsite Certification Audit.

SECTION 3 – COMPLIANCE

Supporting Evidence: Self Assessment Checklist

Item 3.1 to 3.3: Compliance is mostly stated in this area. Whilst the Mount Lavinia Hotel has indicated in the self assessment checklist that it meets the legislative and regulatory requirements, it has not provided a copy of its current legal register with relevant Acts and Licences, with supporting data on level of compliance and allocation of internal responsibility. This supporting evidence for verification of compliance will be required for future audits.

SECTION 4 – APPROACH

Supporting Evidence: Simple Risk Assessment, Green Committee Structure, How to reduce your energy bill presentation, Implementation Plan and Future Initiatives Plan.

Item 4.1 to 4.2.5 Determine Approach: Compliance is mostly stated in this area. The Mount Lavinia Hotel rated as a 'low risk' on all the Simple Risk Assessment criteria and provided good explanations for each assessment. However, supporting evidence for verification of compliance will be required for future audits.

Item 4.3.1 EarthCheck Co-ordinator: Compliance is mostly stated in this area. The EarthCheck coordinator Mr Janakapriya Balasuriya has displayed an open approach to the requirements of the EarthCheck process and the Mount Lavinia Hotel's approach to sustainability initiatives.

Item 4.3.2 Prepare Approach: Compliance is mostly stated in this area. A GreenGlobe current and future Initiative Plan has been provided as well as an Implementation Plan. Supporting evidence for verification of compliance will be required for future audits.

Item 4.3.3 Staff Awareness: Compliance is mostly stated in this area. Evidence has been provided of staff training attendance and course material.

Item 4.3.4 Management Awareness: Compliance is mostly stated in this area. Supporting evidence for verification of compliance will be required for future audits.

Item 4.3.5 Implement Plan: Compliance is mostly stated in this area. The GreenGlobe Initiatives Plan and Implementation Plan provides an outline of activities to be conducted and corresponding detail on responsibility for actions, expected completion date and current status.

Item 4.3.6 Retain Records: Compliance is mostly stated in this area; however, supporting evidence for verification of compliance will be required for future audits.

SECTION 5 – PERFORMANCE

Supporting Evidence: Self Assessment Checklist, New Green Policy, Operation Meeting Minutes, 3rd party Independent Chemical Assessment and Total Energy Consumption tables.

Item 5.1 Green House Gas Emissions

Compliance is mostly stated in this area. Statements have been made to demonstrate a commitment for the reduction of Green House gases, however supporting evidence will be required for verification at the time of future audits.

Item 5.2 Energy Efficiency, Conservation and Management

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Items 5.3.1- 5.3.2 Management Fresh Water Resources

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Items 5.4 to 5.4.5 Eco Systems and Conservation Management

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.5 to 5.5.5 Management of Social and Cultural Issues

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.6 Land Use Planning and Management

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.7 Air Quality Protection and Noise Control

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.8 Waste Water Treatment

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.9 Solid Waste Management

Compliance is mostly stated in this area, however supporting evidence will be required for verification at the time of future audits.

Item 5.10 to 5.10.2 Harmful Substances

Compliance is mostly stated in this area. Evidence has been provided of the non-harmful chemicals utilised by the hotel.

SECTION 6 – COMMUNICATION

Supporting Evidence: Self Assessment Checklist, New Green Policy, letter to suppliers, Green Committee Guest Communications

Compliance is mostly stated in this area. The New Green Policy outlines a commitment to promote the sustainability programs in place. Mount Lavinia Hotel has a guest letter for each guest outlining the hotels initiatives and commitment to sustainability. However, supporting evidence will be required for verification at the time of future audits.

AREAS OF NON-COMPLIANCE WITH STANDARD

N/A

MAJOR CORRECTIVE ACTION REQUESTS

The following aspects are Major Corrective actions which require urgent attention as they are either a substantial breach or non compliance with the EarthCheck Company Standard which affects the achievement of sustainable tourism, or there is potential to cause environmental harm (either from a risk of an accidental event, or a cumulative impact).

MINOR CORRECTIVE ACTION REQUESTS


The following aspects are Minor Corrective actions which require attention as they are either a relatively minor or technical breach with the EarthCheck Company Standard which does not fundamentally affect the achievement of sustainable tourism, or there is some potential to cause environmental harm (either from a risk of an accidental event, or a cumulative impact), or the practices/activities are not best practice sustainable tourism and do not reflect a reasonable achievement of sustainability.

AUDITOR CONCLUSION AND RECOMMENDATION

Mount Lavinia Hotel has been assessed on the 16th April 2011 against the EarthCheck Company Standard. Overall the environmental and social performance conforms to the requirements of the EarthCheck Company Standard. Certification is **recommended**.

NEXT CERTIFICATION SERVICE RECOMMENDED

It is recommended that an Onsite Certification Audit be undertaken within the next 2 years.

Auditor Company Name:	N/A
Auditor Name:	Shad Sears
Auditor Signature:	
Date:	16th April 2011

ASSESSEE ACKNOWLEDGEMENT

Mount Lavinia Hotel accepts the above findings as appropriate and fairly represents our present level of compliance with the EarthCheck Company Standard.

EarthCheck Coordinator Name: Janakapriya Balasuriya

Senior Management Name: _____

Senior Managers Position: _____

Senior Managers Signature: _____

Date: _____

NB: The below section is for office use only and is to be signed by an EarthCheck Authority.

EARTHCHECK AUTHORISATION

- CONFIRMATION OF COMPLIANCE

- CONFIRMATION OF CONDITIONAL COMPLIANCE

- CONFIRMATION OF NON COMPLIANCE

- EARTHCHECK AUTHORISATION TO ISSUE CERTIFICATE

EarthCheck Authorising Officer Name: _____

Signature: _____

Date: _____