

eco awards Namibia

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Assessment Form: COMMUNAL AREA

Establishment details:

Name: _____ No of beds: _____
 NTB Registration category: _____ Telephone: 06 - _____
 Physical address: _____ Fax: 06 - _____
 Postal address: _____ email: _____

Contact person:

Name: _____ Telephone: 06 - _____
 Position: _____ Fax: 06 - _____
 Cell-phone: _____ email: _____

How to fill in this form:

1. Read through the questions & answer them as honestly as possible with a yes or no. (Use a pencil at first, and if you are unsure of the requirement, consult the Good Practice Handbook or contact an eco-awards committee member for advice.
2. Once you have answered all the questions, fill in the points (1 or 0) in the column labelled "OWN SCORE" (YES answers count 1 point & NO answers count 0 points, except for Option's A which count full marks).
3. Total up the individual scores for each subsection and fill in here in the summary.

*NB. If any criteria in this section do not apply to your particular establishments (for example – if you do not have guides, the guiding section does not apply), the point is not scored and the number of points in the total reduced accordingly. The only criteria that can be excluded in this way are marked with an * after the possible score. Please mark them N/A for "non-applicable" in your score sheet.*

	CRITERIA SUBSECTION	TOTAL SCORE POSSIBLE	TOTAL SCORE APPLICABLE	OWN SCORE	ASSESSORS SCORE	AWARDED SCORE
1.	Management	12				
2.	Conservation	12				
3.	Energy	15				
4.	Water	20				
5.	Waste, pollution, sewer	18				
6.	Building & landscaping	17				
7.	Staff development	12				
8.	Guiding	5				
9.	Social responsibility	7				
	SUBTOTAL	118				
	PERCENTAGE	100%				
<i>To calculate the percentage: divide total own score by total APPLICABLE score (i.e. exclude items not applicable to your establishment specifically and exclude bonus points), multiply the answer by 100.</i>						
10.	Bonus points	10%				
	TOTAL FINAL SCORE	110%				

Number of Flowers applied for: (Circle applicable category):

40% or more = One Flower	55% or more = Two Flowers	70% or more = Three Flowers	80% or more = Four Flowers	90% or more = Five Flowers
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Date: _____
 Name of Assessor: _____
 Signature: _____
 Date of MC approval: _____
 Signature of MC Chair: _____

CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
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1. Management:

12					
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Goal: To promote management processes to enable long-term improvements in sustainability performance.

1.1	Do you have a documented environmental & sustainability management policy or philosophy specific to your operation, that addresses the pertinent management and development issues that require implementation, in a format containing the following:				
	<ul style="list-style-type: none"> • Your vision/mission (aim) for the overall operation, including the land, its natural resources and enterprises? 	1			
	<ul style="list-style-type: none"> • Your goals (objectives) and strategies to achieve your mission / vision? 	1			
	<ul style="list-style-type: none"> • Records of the information you need to implement these strategies? 	1			
	<ul style="list-style-type: none"> • How do you monitor the information to assess the progress you are making in achieving your goals? 	1			
<i>In other words, do you have an adaptive management approach? Provide examples to show that information collected is being used in decision-making.</i>					
1.2	Does your policy/philosophy include sections on dealing with:				
	<ul style="list-style-type: none"> • Environmental conservation? 	1			
	<ul style="list-style-type: none"> • Energy conservation? 	1			
	<ul style="list-style-type: none"> • Water conservation? 	1			
	<ul style="list-style-type: none"> • Waste, sewerage & pollution control? 	1			
	<ul style="list-style-type: none"> • Infrastructure impact? 	1			
	<ul style="list-style-type: none"> • A guiding code of conduct that at a minimum includes respect for wildlife, the environment and local communities? 	1			
	<ul style="list-style-type: none"> • Human resources development? 	1			
	<ul style="list-style-type: none"> • Social responsibility and community support? 	1			
1.3	<i>If your establishment was built since the Environmental Management Act legislation came into effect, have you undertaken an environmental impact assessment and did you obtain environmental clearance for the development? (This criterion will be added when legislation becomes effective).</i>				

2 Conservation

12					
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Goal: To promote sustainable management and development of the area and the wise and ethical use of its natural resources, including landscapes, ecosystems and indigenous biodiversity, so that these may be passed on to future generations in productive, diverse, aesthetically attractive and healthy condition.

2.1	Do you participate in and contribute to active monitoring and management activities with the neighbouring communities and/or conservancies for key environmental issues such as:				
<i>The onus is on you to demonstrate meaningful and active participation in a locally relevant monitoring and/or management issue. The following are examples and you can add your own to achieve the points.</i>					
	<ul style="list-style-type: none"> • Biodiversity - to enhance species and habitat conservation and to remove invasive alien plants and animals? 	1			
	<ul style="list-style-type: none"> • Wildlife monitoring and management? 	1			
	<ul style="list-style-type: none"> • Sustainable land management for areas such as rangelands, forests, etc. to prevent overgrazing and/or other over-exploitation of natural resources, bush encroachment, soil erosion and degradation and combating desertification, etc.? 	1			
	<ul style="list-style-type: none"> • Water - for its appropriate extraction, use and conservation, access for all species to drinking water, prevention of fauna drowning in tanks, etc.? 	1			
<i>You can attach some more examples of your own monitoring and management participation activities and</i>					

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
	<i>score them here:</i>					
	•					
	•					
2.2	Do you have enough clearly visible and interesting information and signs on display for both tourists and staff that aim to effectively increase awareness about conservation and the wise use of natural resources in Namibia generally, and also focus on the environmental issues specific to your area and activities?	1				
2.3	Do you make a significant contribution, in cash and/or kind, to a conservation project (e.g. on rare and endangered or little-known species)?	1				
	<i>If in your operational area, the contributions must go beyond normal management requirements or initiatives for direct financial returns (e.g. they should be truly conservation driven).</i>					
2.4	Do you have NO wild animals at all (e.g. birds, reptiles, scorpions, fish, etc.) in cages, tanks or other enclosures?	1				
2.5	Do you have an agreement with a registered conservancy or are you in an effective and formal partnership with neighbouring landowners such that larger landscape management is being effectively implemented?					
	• Do you actively contribute to joint activities under this agreement?	1				
	• Do you actively and regularly participate in these activities?	1				
2.6	Have you contributed towards co-management of large open systems with fences removed?	1				
2.7	Do you only keep indigenous game species on the land (that occurred naturally in that area in historic times), and is there a healthy diversity of game?	1				
	<i>(Not applicable to the domestic animals on Communal Land)</i>					
2.8	Do you get specifically involved in resolving Human-Wildlife Conflict, such as:					
	• tolerance of predators/ elephant, • in particular not using poison (for at least the last 12 months), • not killing birds, snakes, scorpions, etc., • educating staff, guests and neighbours about such conflict?	1				

3. Energy

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Goal: To reduce the local & global environmental impact of the tourism industry in Namibia by promoting the reduction of energy use as well as changes to more environmentally friendly & renewable energy sources.

A	Option A:	(15)				
	<i>If you get full marks for option A, there is no need to fill in option B. (The points for option A replace the points obtained in option B).</i>					
	<i>Examples of renewable energy are: wind pumps, solar pumps, solar water heaters, solar power (PV) panels, wind generators, etc. It excludes wood and gas.</i>					
	<i>Calculate your per capita consumption by dividing average total daily consumption (including staff villages) through average number of guest nights. This should include consumption by all (guests, staff, etc. eco award Namibia is working on a special calculator to help you to work out your consumption. We will include a link here as soon as it is complete.</i>					
	Do you use renewable energy for more than 80% of all your energy requirements (excluding transport, but including water pumping); Or do you use less than 140 MJ per capita per day if you are a full catering establishment hotel, or less than 100 MJ if you are a B&B or self-catering only?					

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
B	Option B:	(14)				
	<i>If you cannot score full marks in Option A, you must complete option B.</i>					
3.1	Do you actively implement your policy on energy conservation as in item 1.2?	1				
3.2	Do you consistently measure and record, on at least a monthly basis, your non-renewable energy consumption in kW/h per capita?	1				
3.3	Do you have enough, clearly visible and interesting information & signs on display for both tourists & staff that effectively increase awareness about energy conservation, the reasons for it, & how they can contribute?	1				
3.4	Can you show a significant decrease in your non-renewable electricity consumption per capita over at least the previous year or more? This includes grid electricity.	1				
	<i>"Significant" indicates at least a 10% reduction over the past one to five years. Should you be ultra-efficient in conserving energy, you would probably get full marks for Option A.</i>					
	<i>Examples of how this can be achieved are by: installing electric geysers on time switches, switching to renewable energy supplies, and other as in points below. Link to GPH on website</i>					
3.5	Can you show a significant decrease in your fossil fuel (diesel, petrol, coal) consumption per capita over at least the previous year or more? This includes transport and diesel generators.	1				
	<i>"Significant" indicates at least a 10% reduction over the past one to five years.</i>					
3.6	Is more than 90% of your cooking for guests and staff with <u>renewable</u> energy (such as solar cookers) or gas stoves?	1				
	<i>(Although wood fires in Namibia contribute to deforestation, the occasional braai can be allowed for under the remaining 10%).</i>					
3.7	Does more than 90% of your hot water for laundry, kitchens and bathrooms come from renewable energy?	1				
	<i>For example: solar water heaters (SWH) with the backup elements switched off, biogas or LPG gas. The remaining 10% allows for boiling water for beverages.</i>					
3.8	For food and beverages, do you mainly use passive cooling (like a farm cooler), solar or gas powered, or energy efficient electrical fridges; <u>and</u> is everything well insulated with the door seals intact <u>and</u> do staff keep doors closed as much as possible?	1				
3.9	Do more than 90% of your lights (in all areas, staff quarters as well) have energy efficient bulbs <u>and</u> have you taken all possible steps to install daylight switches, movement sensors or information stickers to reduce the time that lights are on?	1				
3.10	Can you show that more than 80% of you appliances, including air-conditioning and laundry, are energy efficient? If you outsource your laundry, does that apply to your subcontractors as well?	1				
3.11	Do you use mainly natural ventilation (first prize!), evaporative cooling or electric fans to cool spaces (including staff accommodation) rather than conventional air-conditioning?	1				
3.12	Do you supply environmentally friendly alternatives to electrical heaters to guests and staff in winter, such as added bedding, hot	1				

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
	water bottles, etc.?					
3.13	Are you sure that the wood for your fires are from de-bushing or invasive wood eradication projects, or do you use bush blocks or charcoal made from invasive wood?	1				
3.14	If you score at least 10 marks for Section 4 (Water), you can score an extra mark here (saving water also saves energy).	1				

4 Water

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Goal: To promote the wise use of water resources & the acceptable recycling or re-use of water.

A	Option A: <i>If you get full marks for option A, there is no need to fill in option B. (The points for option A replace the points obtained in option B).</i>					
	Have you used less than 100 litres of water per person per day over the last year?	(20)				
	<i>This should include consumption by all (guests, staff, etc.)</i>					

B.	Option B: <i>(If you cannot get full marks in Option A, you must complete option B.)</i>	(19)				
4.1	Do you actively implement your policy on water conservation as in item 1.2?	1				
4.2	Do you consistently measure and record, on at least a monthly basis, your water consumption in litre per capita?	1				
	<i>This should include consumption by all (guests, staff, etc)</i>					
4.3	Do you have enough interesting and clear information and signs or stickers on display for both tourists and staff that aim to effectively increase awareness about water conservation, the reasons for it, and how they can contribute?	1				
	<i>This include: not doing daily laundry for longer staying guests, signs on taps, showers and toilets.</i>					
4.4	Do you understand where your water comes from, whether it gets replenished or not, what the yield is and what the limitations are on long term usage?	1				
4.5	Can you show a significant decrease in your water consumption per capita over at least the previous year or more? <i>This should include all (guests, staff, etc.)</i>	1				
	<i>"Significant" indicates at least a 10% reduction over the past one to five years. Should you be ultra-efficient in conserving water, you would probably get full marks for Option A.</i>					
	<i>Examples of how this can be achieved are by applying some of the measures in this section.</i>					
4.6	Have you used less than 200 litres of water per person per day over the last year?	1				
4.7	Have you used less than 300 litres of water per person per day over the last year?	1				
4.8	Do you have no swimming pool on the premises?	1				
4.9	Do you have no pool, or do you recycle the backwash water from your pool? (Note: irrigation is not recycling).					
4.10	Have you installed water saving devices in most of the toilets, such as a dual-flush mechanism, or even a brick in the cisterns? <i>(This applies to staff facilities as well).</i>	1				
4.11	Do you use low-flow or other devices to reduce	1				

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
	the use of waters in showers?					
4.12	Have you installed low flow, aerators, demand taps or infrared sensors on hand taps to reduce the amount of water used?	1				
4.13	Are your laundry appliances water-efficient and, or do you recycle you laundry water?	1				
4.14	Do you have a dry or entirely natural garden that does not need watering?	1				
4.15	Do you have a dry garden as in 4.14 or do you only water the garden at night?	1				
4.16	Do you have a dry garden as in 4.14 or do you use grey water (from laundry, showers, hand basins) for irrigation?	1				
4.17	Are your toilets dry, composting, or water recycling types?	1				
4.18	Are your toilets dry, composting, or water recycling types, or do you re-use grey water to flush most of the toilets?	1				
4.19	If your water is potable, do you promote the local tap water instead of bottled water?	1				

5 **Waste, pollution & sewerage**

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Goal: To reduce pollution, energy wastage & waste of resources by encouraging better waste control.

	General waste issues:					
5.1	Do you actively implement your policy on waste, pollution & sewerage as in item 1.2?	1				
5.2	Do you consistently measure and record, at least monthly, the amounts of different types of waste you generate? This should include waste generation by all (guests, staff, etc.)	1				
5.3	Do you have enough, clearly visible, interesting information & signage for both tourists and staff that aim to effectively increase awareness about waste problems and how they can assist to reduce it?	1				
	Solid waste handling:					
5.4	Do you actively reduce the amount of waste generated by, for example, buying supplies in bulk, avoiding added packaging, avoiding non-recyclable packaging, etc?	1				
5.5	Is your temporary storage for waste (non-recyclable or recyclable) only in a properly secured waste site to prevent scavenger access, wind dispersion, etc?	1				
5.6	Is all you waste separated into recyclable & non-recyclable?	1				
5.7	Is all your organic waste composted or properly recycled (such as by feeding it to hens or pigs)?	1				
5.8	Do you send all your recyclable waste to a recycle centre?	1				
5.9	Is the remainder of your waste (non-recyclable) removed to an official dump-site, and a clear distinction made between toxic and non-toxic waste, so that toxic waste cannot be released into the environment (soil, water or air)?	1				
5.10	Do you compost or recycle your garden refuse as well, or do you not generate any garden	1				

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
	refuse?					
	Sewerage disposal:					
	<i>Please note that all sewer systems must have adequate capacity, as otherwise they cannot be regarded as functioning systems and thus cannot be scored.</i>					
5.11	Do you have dry, composting or recycling toilets or re-use your trickling filter water to flush toilets or to irrigate the garden?	1				
5.12	Do your septic tanks or trickling filter discharge into a properly built soakaway or a fenced oxidation pond, (or answered YES to 5.11)?	1				
5.13	Is none of the soakaways, septic tanks, oxidation ponds, etc. upstream from and closer than 100 m distance of boreholes, wells, springs and/or riverbeds?	1				
	Pollution control:					
5.14	Are most of your parking and loading areas paved to prevent oil or fuel leaks entering the soil, or is adequate other provision made to provision to manage contaminants?	1				
5.15	Do you NOT use any poisons or pesticides on or around your premises and surrounding land?	1				
5.16	Do you use only environmentally friendly soaps and cleaning chemicals?	1				
5.17	Do you ensure that your premises do not create light pollution at night by switching off non-essential lights and ensuring that all lights shine down (not up)?	1				
5.18	Are your solar battery room, fuel storage and/ or diesel generator housing on site (if any) built in so that there is no risk of environmental contamination?	1				

6 Building, Landscaping & Roads

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Goal: To safeguard the natural and cultural environment in tourism areas from negative impacts of construction and landscaping developments and to protect the valuable asset of the "sense of place".

6.1	Do you actively implement your policy on infrastructure as in item 1.2?	1				
6.2	Did you ensure that the historical, cultural and/or natural environment was not damaged by your development, alterations or activities?	1				
	<i>(This is applicable to new and old buildings. Describe how you avoided any damage.)</i>					
6.3	Do your buildings blend in well with the surrounding environment in terms of shapes, scale and colours - in other words, are they appropriate?	1				
6.4	Were recycled materials, renewable materials and materials available in the vicinity largely used in the building construction?	1				
	<i>(Recycled and local materials save energy and pollute less.)</i>					
6.5	Was the use of environmentally unsustainable materials extensively reduced (such as tropical hardwoods, aluminium, cement, etc.)?	1				
	<i>(Refer to the Good Practice Handbook for more information.)</i>					
6.6	Was the use of toxic or unhealthy materials largely avoided (such as synthetic fibres and paints, polyurethane, plastics, chipboard and other composites, etc.)?	1				

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
<i>(Refer to the Good Practice Handbook for more information.)</i>						
6.7	Have you applied passive design principles in the designs or alterations of your buildings to ensure that they remain cool in summer and warm in winter, to avoid artificial heating, cooling or lighting, such as the following:					
6.8	<ul style="list-style-type: none"> • Orientation of the buildings with the longer sides to face north, or with existing buildings adding modifications to let in winter sun and keep summer sun off walls and openings? 	1				
	<ul style="list-style-type: none"> • Windows that can open on opposite sides of spaces to allow cross-ventilation? 	1				
	<ul style="list-style-type: none"> • Thick walls made from solid materials like brick, stone, earth (clay), or adding thick screens or insulation to existing walls? 	1				
	<ul style="list-style-type: none"> • Insulating roof spaces or ceilings to reduce heat from the top in summer and keep warmth inside in winter? 	1				
	<ul style="list-style-type: none"> • Shading windows and glass doors with roof overhangs, canopies, sunscreens or pergolas? 	1				
	<ul style="list-style-type: none"> • Shading large paved areas? 	1				
6.9	Does your garden contain only indigenous plants and create a habitat for indigenous birds and other animals, including insects and reptiles?	1				
6.10	Does your garden contain no invasive exotic plants? <i>For example prosopis trees, cacti, agave, datura, Mexican poppy, nicotiana.</i>	1				
6.11	Were your roads built mainly along contours rather than across them and do you control erosion caused by the construction and use of the roads?	1				
6.12	Do you actively rehabilitate previous damage in the area such as old borrow pits, road working sites, etc. to reduce the impact of construction on the environment?	1				

7 Staff development

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Goal: To encourage establishments to commit their own resources to formally train, improve, and recognise the skills of employees, rural partners and new entrants to the industry.

7.1	Do you actively implement your human resources development policy as under item 1.2?	1				
7.2	Do you regularly and clearly share information on this policy with your staff?	1				
7.3	Do you have a regular, documented appraisal system that identifies employee ambitions and training needs?	1				
7.4	Do your employees receive formal training & assessment that is:					
	<ul style="list-style-type: none"> • Documented 	1				
	<ul style="list-style-type: none"> • Assessed & certified by trainers 	1				
	<ul style="list-style-type: none"> • By recognised training providers 	1				
7.5	Do you encourage existing employees to apply for in-house vacancies before externally advertising the post?	1				
7.6	Do you offer a regular internship/ apprenticeship to students? <i>(Over the last two years at least one if you have less than 20</i>	1				

	CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
	<i>beds and two if you have more.)</i>					
7.7	Do you ensure that staff are exposed to environmental issues in their daily routine?	1				
7.8	Do you have a positive staff health programme that includes education & awareness raising?	1				
7.9	Do you supply decent on-site staff housing that is large enough, clean, secure and allows for some privacy?	1				
7.10	Is your staff supplied with decent services such as power, water and sanitation?	1				

8 **Guiding**

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Goal: To ascertain whether the establishment has made an effort to adequately train its field guides in order to ensure a quality guided experience for its guests that would include information on natural resources, environmental issues and the local environmental setting.

8.1	Do your guided activities fulfil your Guiding Code of Conduct as under item 1.2?	1*				
8.2	Do you offer or promote a variety of low environmental impact activities to your guests (such as walking trails, horse-riding, non-motorised boat trip, mountain biking, a reference library, slide shows or talks, etc.)?	1*				
8.3	Do you provide active in-house training to your guides?	1*				
8.4	Do you provide documented formal external field guide training to your guides? (It must be NATH or other SADC recognised)	1*				
8.5	Does the training include a comprehensive environmental awareness component and make reference to programmes such as eco award Namibia?	1*				

9 **Social Responsibility**

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Goal: To encourage efforts by establishments to adequately address their social responsibility towards local communities.

9.1	Do you actively implement your social responsibility and community support policy as in item 1.2?	1				
9.2	Do you consistently monitor and record the progress made by the implementation of your policy?	1				
9.3	Do you display interesting information for guests that aim to effectively increase awareness about the local community context?	1				
9.4	Do you actively promote cultural exchanges or activities such as township tours, visits to craft markets, African restaurants?	1				
9.5	Do you stock mostly Namibian made crafts and souvenirs in your curio shop (if any)?	1				
9.6	Do you actively promote and help provide training for the local community in environmental awareness and conservation?	1				
9.7	Do you pay a fair and market related fee to your local conservancy?	1				

CRITERIA DESCRIPTION	TOTAL SCORE	OWN SCORE	ASSESSOR SCORE	ASSESSORS NOTES	FINAL SCORE
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10 **Bonus points**

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Any particular activities, projects or ventures that are not reflected in above criteria, yet make a serious contribution to sustainability issues, can be listed here. 2 points per item only, total maximum score of 10.

10.1	If there is no recycling at your local dump site where you take your solid waste, are you actively pursuing the establishment of a recycling system there, or are you in a recycling network with adjacent establishments?	2				
10.2	Have you voluntarily commissioned an EIA by an adequately qualified and recognised expert before developing your establishment, although the Environmental Management Act is not yet effective?	2				
10.3	Is almost all (over 90%) of your cooking done with solar cookers?	2				
10.4		2				
10.5		2				
10.6		2				
10.7		2				
10.8		2				