ØZDHC

ZDHC Supplier to Zero V2 Evidence Checklist

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Purpose

This checklist is provided as guidance to help suppliers and assessors prepare for a Supplier to Zero assessment by identifying examples of the documented evidence that may be used to verify the Supplier Profile and assess conformance with the Supplier to Zero requirements.

The evidence listed in this checklist is not exhaustive. The evidence required to demonstrate conformance may vary depending on the facility, its activities and the applicable performance criteria. Where necessary, the ZDHC Approved Supplier to Zero Assessor may request additional evidence to determine conformance. The absence of a particular document does not automatically result in non-conformance, provided the facility can demonstrate conformance through other objective evidence acceptable to the assessor.

Suppliers should prepare evidence only for the requirements applicable to their facility and the performance level being assessed:

- A facility seeking Level 1 should prepare evidence for all applicable Level 1 performance criteria only.
- A facility seeking Level 2 should prepare evidence for all applicable Level 1 and Level 2 performance criteria.
- A facility seeking Level 3 should prepare evidence for all applicable Level 1, Level 2 and Level 3 performance criteria.

This checklist should be used as a preparation tool alongside the Supplier to Zero V2 Manual and Supplier Platform. It does not replace the assessment requirements, performance criteria or supporting guidance. Suppliers should ensure that all evidence is current, complete and representative of the practices implemented at the facility.

How to Use This Checklist

Supplier Profile

The Supplier Profile section identifies the profile section and question, and examples of objective evidence that may be used to verify the information provided. It provides examples of the evidence required to support the verification of information provided in the Supplier Profile.

Supplier to Zero

The Supplier to Zero section identifies the requirement, performance level, facility applicability and examples of objective evidence that may be used to demonstrate conformance. It provides examples of the evidence required to support the assessment of the Supplier to Zero requirements by focus area.

This section is organised by focus area:

- Input Focus Area
- Process Focus Area
- Output Focus Area

Definitions

Refer to the ZDHC Roadmap to Zero Glossary and ZDHC Knowledge Base Glossary for definitions of terms used in this document.

Supplier Profile

* Indicates a question is mandatory in the Supplier Profile
N/A = Not applicable, no evidence is required for this question

Profile Question	Evidence Examples
Supplier Details	
Facility name *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority
Facility local language name	N/A
Parent company name	Group ownership chart or corporate profile Parent company registration record or official website showing ownership/control Management declaration confirming independent ownership where no parent company exists
Main contact name *	N/A
Main contact email address *	N/A
Main contact phone number	N/A
Company website	Official company/facility website, company profile or trade registry webpage Parent company website page identifying the facility where no separate facility website exists Signed declaration that no public website is available, if applicable
Facility address *	Business registration/licence, lease/land title, environmental permit or utility bill Facility map, site plan, signboard photo or GPS verification record Platform profile showing the same physical site address
GPS coordinates: latitude (6 decimal places, between -90 and 90)*	N/A
GPS coordinates: longitude (6 decimal places, between -180 and 180)*	N/A
ZDHC Gateway ID *	ZDHC Gateway facility profile screenshot or account record ZDHC AID confirmation showing facility name and address
Higg ID	N/A
Open Supply Hub ID	N/A

Is your facility classified as an SME? *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority Employee headcount report, payroll summary or HR roster for the relevant period Financial statements, turnover/balance sheet data or local SME certificate Ownership/linked enterprise information needed to assess SME status
Business registration authority *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority
Business registration licence number *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority Business registration certificate, incorporation certificate or business licence Government registry lookup showing the licence/registration number and validity status Renewal record where the licence has an expiry date
Legal business entity (as per business licence, e.g. Ltd) *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority Government registry record showing legal entity name and legal form/designation
Tax ID *	Tax registration certificate, VAT/GST registration certificate, tax identification certificate, or other official tax authority documentation
Operations	
Industry sector *	Business registration certificate, certificate of incorporation, or business licence issued by the relevant authority Product portfolio, production records, customer purchase orders or invoices Process flow diagram, production layout, product photos/catalogues or permits Brand/customer declarations or sales records showing product categories
Supplier type *	Facility layout or facility site map (including all production processes) Business model description and process flow diagram Production records, equipment list, capacity records and subcontracting/outsourcing records Purchase/sales records showing whether the facility processes, trades or subcontracts work
Process categories (processes performed on-site) *	N/A
Processes (processes performed on-site) *	N/A
Material categories *	Purchase orders, invoices, delivery notes, and bills of materials
Materials *	Purchase orders, invoices, delivery notes, and bills of materials
Does your facility purchase processed or part-processed input materials or components? *	Purchase orders, supplier invoices, goods receipt records and bills of materials for input materials/components Approved supplier list, supplier master data and receiving/warehouse logs, supplier agreements Material/component specifications showing whether inputs are

	processed or part-processed
Input Materials and Component Suppliers list *	Approved supplier list, supplier master data and purchase ledger Purchase orders, invoices, delivery notes, goods receipt records and BOMs Supplier scope/category, material/component supplied, country/location and strategic/major supplier classification
Does your facility use subcontracting? *	Subcontractor agreements, outsourcing contracts, purchase orders and production records Approved subcontractor list, capacity planning records and shipment/transfer records Supplier/subcontractor approval records and management declaration where no subcontracting is used
Subcontractor list *	N/A
Chemical Usage	
Does your facility use chemical formulations? *	Chemical inventory/CIL or equivalent record, including ZDHC InCheck data where applicable SDS, purchase records, usage/issue logs, storage inventory and process recipes Chemical store inspection records and supplier/product labels
Average number of chemical formulations used per month (count) *	Monthly chemical inventory, InCheck records, purchase records and stock issue logs
Average weight of chemical formulations used per month (in kilograms) *	Monthly chemical inventory or equivalent records Purchase records, stock issue/dispensing logs and storage inventory
Does your facility use commodity chemicals? *	Chemical inventory/CIL identifying commodity chemicals and CAS numbers or equivalent records SDS, purchase/usage records, storage inventory and process records Supplier documents confirming commodity chemical identity
Average number of commodity chemicals used per month (count) *	Chemical inventory/CIL or equivalent records Purchase records, stock issue/dispensing logs and storage inventory
Average weight of commodity chemicals used per month (in kilograms) *	Chemical inventory or equivalent records
Does your facility use solvents? *	Chemical inventory identifying solvents or equivalent records SDS, purchase/usage records, solvent storage inventory and process recipes VOC/air emissions inventory or permit information where relevant
Average number of solvents used per month (count) *	Monthly chemical inventory, solvent list and SDS Purchase records, stock issue/dispensing logs and storage inventory
Average weight of solvents used per month (in litres) *	Solvent consumption logs, stock ledgers, purchase records and issue/dispensing logs Chemical inventory and solvent management records
Does your facility use VOCs (volatile organic compounds) for industrial processes (e.g. printing, cleaning, finishing, adhesive application, etc.)?	Chemical Inventory or equivalent records SDS showing VOC content or volatile solvent components Air emissions inventory, permits, potential-to-emit calculations or monitoring reports Process records for printing, cleaning, finishing, adhesive application, coating or solvent use
Wastewater and Sludge	

Does your facility generate industrial wastewater? *	Wastewater discharge permit, environmental permit or wastewater generation/discharge permit Process flow diagram, drainage map, ETP/CETP records and water bills No-industrial-wastewater declaration supported by process and site evidence, where applicable
Does your facility discharge to a CETP (Common Effluent Treatment Plant) or METP (Municipal Effluent Treatment Plant)? *	CETP/METP discharge agreement, wastewater contract, wastewater discharge permit Invoices, flowmeter/transfer records, discharge point map and wastewater transport records CETP/METP authorisation/licence and correspondence where available
Wastewater treatment processes on-site *	ETP/wastewater treatment process flow diagram and design documents Equipment list, Operations and Maintenance SOPs, operator logs, flowmeter records, photos and maintenance records Valid wastewater discharge authorisation/permit, where required by applicable regulations
Does your facility generate sludge? *	Sludge generation/dewatering logs, ETP operation records and sludge inventory Sludge storage inspection records, manifests/consignment notes, disposal invoices and hazardous waste register Zero Liquid Discharge (ZLD) salt/residue records where ZLD is used Wastewater discharge authorisation/permit, where required by applicable regulations, indicating whether sludge is generated and/or managed as part of the authorised wastewater treatment process
Sludge disposal pathway *	Documentation demonstrating sludge management and disposal Sludge disposal declaration/template, manifests/consignment notes and disposal invoices Transporter and disposal facility licences/permits, contracts and acceptance records Sludge testing/classification reports where required by the disposal pathway or regulation

Supplier to Zero

Input Focus Area

Requirement		Applicable To	Level	Evidence Examples (for all assessment types)	Evidence Examples (for assessment on-site)
Chemical Purchasing					
IN 1	The facility has a chemical purchasing policy	Facilities that use production chemicals (any type)	Level 1	Approved Chemical Purchasing Policy Document approval/revision history Purchasing procedure or SOP (if separate) Sample purchase orders or contracts	Original purchasing records Photographs not normally required unless supporting a non-conformance

				Supplier communication records	
IN 2	The facility uses ZDHC MRSL conformant chemicals	Facilities that use formulations	Level 1	Complete Chemical Inventory List (CIL) Active ZDHC InCheck subscription evidence (where applicable) InCheck Report generated within the previous three months ChemCheck reports, Gateway records or recognised third-party MRSL conformance evidence Purchase records Stock inventory records Chemical issue or consumption records Supplier follow-up records for missing MRSL conformance information	Verification that sampled chemicals are included in the CIL Verification that sampled chemicals are included in the InCheck submission (where applicable) Original supplier documentation where clarification is required Generation of a new InCheck Report where required Photographs only where undocumented chemicals or significant discrepancies are identified
			Level 2	Twelve monthly InCheck Reports if applicable (or six for first assessments where permitted) Verified InCheck Monthly MRSL conformance calculation records Complete CIL used for reporting Improvement targets and action plans Progress monitoring records Management review or CAP records for non-conformant formulations Supporting records for first assessments where applicable	Verification that sampled formulations are included in the calculation population Verification of improvement actions for sampled formulations Regenerated calculation and/or InCheck Report where required Original supporting records where clarification is required Photographs only where undocumented formulations or significant discrepancies are identified

			Level 3	Twelve monthly InCheck Reports if applicable Verified InCheck Monthly MRSL conformance calculations Complete CIL ChemCheck reports, Gateway records or recognised third-party MRSL conformance evidence Improvement plans and progress records Management review records where relevant	Verification that sampled formulations are included in the verified CIL and Level 3 calculation Verification of sampled improvement activities Regenerated calculation and/or InCheck Report where required Original supporting records where clarification is required Photographs only where undocumented formulations or significant discrepancies are identified
IN 3	The facility implements a due diligence system for evaluating and selecting commodity chemical suppliers for restricted substance risk.	Facilities that use commodity chemicals	Level 1	Commodity chemical inventory Supplier list Supplier self-declarations SDS, TDS and certificates of analysis Supplier communication and follow-up records	Original supplier files, where clarification is required
			Level 2	Supplier evaluation procedure Completed supplier evaluations Supplier category register Purchasing calculations Improvement targets and monitoring records	Original evaluation records, where clarification is required
			Level 3	Annual purchasing calculations Supplier category register Purchasing records	Original records, where clarification is required
IN 4	The facility uses ZDHC MRSL conformant solvents and chemical substances	Facilities that use production chemicals (any type)	Level 1	Solvent and chemical substances inventory Chemical Inventory List ChemCheck reports or equivalent SDS Supplier documentation	Sample solvent containers Photographs only where discrepancies are identified
			Level 2	Solvent phase-out plan Engineering control documentation Risk assessments	Observe engineering controls Photograph engineering controls only where supporting objective evidence or non-conformance documentation is required

			Level 3	Updated solvent inventory Improvement records Solvent purchase records demonstrating the phase-out, replacement, or continued purchase of solvents, as applicable Progress reports	Observe implemented improvements Photographs only where supporting objective evidence is required
IN 5	The facility maintains a Chemical Inventory List, or equivalent records, for all production chemicals	Facilities that use production chemicals (any type)	Level 1	Current Chemical Inventory List Purchasing records SDS Supplier documentation	Original inventory records. Sample chemical containers Photographs only where discrepancies are identified
			Level 2	Updated Chemical Inventory List Supplier categorisation records Solvent phase-out records	Original inventory records
			Level 3	Enhanced Chemical Inventory List Improvement trackers Resource efficiency records Waste solvent recovery records	Original records
Traceability of Chemicals					
IN 6	The facility implements an internal traceability system that tracks chemicals used in production	Facilities that use production chemicals (any type)	Level 1	Chemical traceability procedure or SOP Process flow diagram Sample receiving records Chemical issue records Production records	Original receiving, inventory and production records
			Level 2	Production records Chemical issue records Batch records Purchase records Inventory records	Original traceability records Live traceability exercise Photographs only where traceability failures or identification issues are observed
IN 7	The facility implements a FEFO (First Expired, First Out) and/or FIFO (First In, First Out) system to manage chemical use by expiration date or purchase date	Facilities that use production chemicals (any type)	Level 1	FEFO/FIFO procedure Chemical Inventory List Inventory movement records Expiry management records	Chemical storage areas Sample chemical containers Original inventory records Photographs only where poor stock rotation or expired chemicals are identified

			Level 2	Shelf-life procedure or methodology Certificates of Analysis Supplier technical information Stability or testing records Chemical Inventory List	Sample chemical containers Original technical documentation
Input Material Purchasing					
IN 8	The facility maintains a Material Inventory List, or equivalent records, for all processed and part-processed input materials and components	Facilities that own and use processed and part-processed input materials or components (Excluding 100% subcontractors and fibre manufacturers)	Level 1	Current Material Inventory List Purchasing records Goods receipt records Supplier documentation	Original Material Inventory List Sample materials in the warehouse and production Photographs only where discrepancies are identified
			Level 2	There are no Level 2 performance criteria for this requirement	
			Level 3	Updated Material Inventory List Laboratory reports RCA and CAP records Testing programme	Original testing records
IN 9	The facility implements a system for managing processed and part-processed input materials and components for restricted substance risk	Facilities that own and use processed and part-processed input materials or components (Excluding 100% subcontractors and fibre manufacturers)	Level 1	Restricted Substance List Supplier communication records Supplier declarations Supplier register Follow-up records	Original supplier records
			Level 2	There are no Level 2 performance criteria for this requirement	
			Level 3	Prior to assessment: Risk assessment Testing programme Laboratory reports RCA records CAP records	Original laboratory reports Evidence of implemented corrective actions where applicable Photographs only where physical corrective actions are verified
Input Material Traceability					
IN 10	The facility implements an internal traceability system that tracks processed and part-processed input materials and components used in production, including those received from	Facilities that own and use processed and part-processed input materials or components (Excluding 100% subcontractors and fibre manufacturers) or	Level 1	Material traceability procedure Process flow Production records	Original procedure
			Level 2	Production records Batch records Material issue records Purchasing records	Original traceability records Live traceability exercise Photographs only where identification or traceability failures are observed

	suppliers and those processed through subcontractors, and implements a system for managing restricted substance risk in finished articles and/or products	Facilities that use subcontractors	Level 3	Finished product testing programme Laboratory reports Risk assessment RCA records CAP records	Original laboratory reports Evidence of implemented corrective actions where applicable Photographs only where physical corrective actions are verified

Process Focus Area

Requirement		Applicable To	Level	Evidence Examples (for all assessment types)	Evidence Examples (for assessment on-site)
Chemical Management Policy					
PRO 1	The facility has a documented chemical management policy	Facilities that use production chemicals (any type)	Level 1	Approved Chemical Management Policy Revision history and document control records Management approval/signature Policy communication records (training, meetings, acknowledgements, supplier communication)	Original controlled policy Evidence of policy display where applicable
Chemical Management Strategy					
PRO 2	The facility has a documented chemical management strategy	All	Level 1	Chemical Management Strategy Action Plan Responsibility matrix Organisational scope Resource allocation records	Current implementation records
			Level 2	Strategy implementation tracker KPI reports Annual progress reviews Internal communication records Updated action plans	Original implementation records Photographs only where supporting physical improvements are verified

PRO 3	The facility engages with its direct upstream input material suppliers and subcontractors to improve their chemical management practices, aligned with the ZDHC Roadmap to Zero Programme	Facilities that own and use processed and part-processed input materials or components (Excluding 100% subcontractors and fibre manufacturers) Or Facilities that use subcontractors.	Level 1	Supplier list Subcontractor list Communication records Contracts or purchasing conditions Out-of-scope justifications where applicable	Original supplier files if requested Original subcontractor files if requested Photographs not required
			Level 2	Supplier risk assessment methodology Completed supplier assessments Significant supplier list Supplier improvement goals Progress monitoring records	Original assessment records if requested Photographs not required
			Level 3	Significant supplier list Supplier to Zero certificates Platform records Percentage calculation worksheet	Original supporting records if requested Photographs not required
PRO 4	The facility assigns resources for implementing, maintaining, and continually improving the chemical management strategy	All	Level 1	Organisation chart Responsibility matrix Job descriptions Appointment records Competency/ training records	Current organisation records if requested Photographs not required
			Level 2	There are no Level 2 performance criteria for this requirement	
			Level 3	Annual management review minutes Progress reports KPI dashboards Decision logs	Original meeting records if requested Photographs not required
Safe Chemical Storage					
PRO 5	The facility assesses and designs all chemical storage areas for safety	Facilities that use production chemicals (any type)	Level 1	Storage risk assessment Storage SOP Compatibility matrix Storage layouts SDS Inspection records Maintenance records	Observation of storage areas and safety measures Photos only where non-conformities or good practice require documentation

			Level 2	SOP Quarantine logs Supplier return records Drainage/layout drawings	Inspection of quarantine area and drainage/spill containment Photos where engineering controls require evidence
PRO 6	All chemicals are labelled	Facilities that use production chemicals (any type)	Level 1	Labelling SOP or work instruction SDS Inspection records Corrective actions Label templates (where labels are generated by the facility)	Sample labelled containers Photographs only where labelling deficiencies are identified
Chemical Handling and Worker Safety					
PRO 7	Engineering controls for worker safety are implemented	Facilities that use production chemicals (any type)	Level 1	Risk assessments Engineering control register Maintenance/ testing records Commissioning records	Observation of installed controls and sampled maintenance evidence Photos only where conditions or deficiencies require documentation
PRO 8	Administrative controls for worker safety are implemented	Facilities that use production chemicals (any type)	Level 1	Risk assessments SOPs Work instructions Training records Review records	Observation of work practices, signage and administrative controls Photos only where implementation deficiencies are identified
PRO 9	Appropriate personal protective equipment (PPE) and chemical safety equipment are used to protect workers from chemical-related hazards	Facilities that use production chemicals (any type)	Level 1	PPE selection procedure PPE matrix SDS PPE inventory Maintenance/ inspection records Training records	Observation of PPE use and emergency equipment Photographs only where deficiencies or significant good practices are identified
Document and Process Control					
PRO 10	The facility maintains key documents to support its chemical management system	Facilities that use production chemicals (any type)	Level 1	CMS document register/master list Sample controlled documents Document storage/access records	Current controlled documents at point of use No photographs normally required
PRO 11	The facility controls documents related to the chemical	Facilities that use production chemicals (any	Level 1	Document Control SOP Document control templates	Sample controlled documents and document repositories

	management system	type)		Training/ communication records	
			Level 2	Document register Revision history Approval records Sample controlled documents	Current controlled documents in use No photographs normally required
PRO 12	A chemical incident management system is implemented	Facilities that use production chemicals (any type)	Level 1	Incident management procedure Incident register RCA/CAP records Emergency response plan Drill records Training records	Emergency equipment Sampled incident records Emergency response arrangements Photographs only where emergency equipment deficiencies or significant findings are identified
PRO 13	General facility maintenance and housekeeping are managed	Facilities that use production chemicals (any type)	Level 1	Maintenance and housekeeping SOP Inspection and preventive maintenance schedule Maintenance and housekeeping checklist templates Responsibility matrix or assigned roles where included in the SOP	Verification that the documented SOP reflects the facility layout and applicable maintenance and housekeeping activities Observation of sampled chemical storage areas, mixing rooms and production equipment to confirm the SOP is applicable to the facility Original SOP where clarification is required Photographs only where the documented scope does not reflect the observed facility layout or activities
			Level 2	Completed maintenance and housekeeping records for the assessment period Preventive maintenance records Work orders or service records Housekeeping inspection records Corrective action records arising from maintenance or housekeeping findings	Verification of actual housekeeping conditions in sampled chemical-related areas Verification of sampled maintenance activities Original maintenance records where clarification is required Photographs only where housekeeping deficiencies or significant discrepancies are identified

Continuous Improvement Actions					
PRO 14	The facility reviews its chemical management strategy and action plan periodically	All	Level 1	Procedure or SOP describing the periodic review process Review the schedule or calendar Defined review inputs and outputs Previous review records (where available)	Verification that the documented review process is implemented as described Original review records where clarification is required Photographs not normally required
			Level 2	Internal audit plan Internal audit reports Audit checklists Corrective Action Plan (CAP) CAP tracking records Records demonstrating the communication of audit findings to relevant departments	Verification of sampled corrective actions Original audit records where clarification is required Verification that documented actions have been implemented where applicable Photographs only where physical corrective actions support the assessment
			Level 3	Management review agenda Attendance records Management review minutes Internal audit summary presented to management Records of management decisions and assigned follow-up actions Action tracking records	Verification of sampled management actions Original management review records where clarification is required Photographs not normally required
PRO 15	Chemical management training is provided to staff members who are responsible for chemical management	Facilities that use production chemicals (any type)	Level 1	Chemical management training plan Training needs analysis or training matrix Annual training schedule Training materials Attendance records Competency assessments (where used) Refresher training records ZDHC webinar, InConnect or	Verification that sampled personnel have completed the required training Observation of work practices demonstrating competence Original training records where clarification is required Photographs not normally required

				equivalent participation records (where available)	
			Level 2	ZDHC Advanced Chemical Management System Training certificate(s) ZDHC CMS TIG certificate(s), where accepted under the temporary note Organisation chart responsibility matrix identifying the Chemical Management System responsible person(s) Training matrix showing training status of relevant personnel	Verification that the certified individual is fulfilling the relevant role Original training certificates where clarification is required Photographs not normally required
Chemical-Related Waste Management					
PRO 16	Chemical-related waste is stored appropriately and safely	Facilities that use production chemicals (any type)	Level 1	Chemical-related waste inventory Waste identification, classification and quantification records Waste management SOP covering segregation and storage Monthly waste records Waste storage layout (where available)	Verification of waste storage areas Observation of waste segregation and labelling Comparison of sampled waste streams with the waste inventory Original waste records where clarification is required Photographs only where waste segregation, labelling or storage differs from documented records
			Level 2	Waste storage area assessment or risk assessment Periodic waste storage inspection records Corrective action records arising from storage inspections Waste storage layout or photographs (if available)	Verification of waste storage controls Observation of sampled safety and environmental protection measures appropriate to the waste types present Verification of corrective actions Original inspection records where clarification is required Photographs only where storage deficiencies or implemented improvements provide objective evidence

PRO 17	A chemical-related waste inventory is maintained	Facilities that use production chemicals (any type)	Level 1	Monthly chemical-related waste inventory (ZDHC template or equivalent) Supporting waste quantity records Internal transfer records where applicable Disposal records referenced by the inventory Personnel training records where referenced by the inventory	Verification of sampled waste streams Comparison of sampled waste quantities with inventory records Original inventory records where clarification is required Photographs only where undocumented waste streams or significant discrepancies are identified
PRO 18	A chemical-related waste assessment is conducted periodically	Facilities that use production chemicals (any type)	Level 1	Annual chemical-related waste management assessment Assessment checklist or report Improvement recommendations arising from the assessment Supporting observation records where available	Verification that assessed waste streams correspond with those observed on-site Original assessment records where clarification is required Photographs only where observed conditions differ significantly from the assessment findings
			Level 2	Annual waste management assessment Corrective Action Plan CAP tracking records Documented justification where no corrective actions were identified	Verification of sampled corrective actions Original CAP records where clarification is required Photographs only where implemented improvements provide objective evidence
			Level 3	CAP implementation tracker Records demonstrating completion of corrective actions Effectiveness review records where applicable Documented justification where no corrective actions were identified	Verification of sampled implemented corrective actions Observation of physical improvements where applicable Original supporting records where clarification is required Photographs only where implemented improvements provide objective evidence

Output Focus Area

Requirement		Applicable To	Level	Evidence Examples (for all assessment types)	Evidence Examples (for assessment on-site)
Output Streams					
OUT 1	All output streams are identified, measured, and records are kept	All	Level 1	Output stream inventory Site map or process flow diagram showing output streams and discharge points Monthly output records Flow meter records, sludge weighing records, waste records and air emission inventories where applicable	Verification of sampled output streams and discharge points Original measurement records if clarification is required Photographs only where undocumented output streams or discrepancies are identified
Wastewater and Sludge Quality					
OUT 2	Wastewater is tested and managed in accordance with the ZDHC Wastewater and Sludge Guidelines	Facilities that generate less than 15m^3/day industrial wastewater and are classified as direct discharge. Facilities that generate more than or equal to 15m^3/day industrial wastewater and are classified as one of the following: Direct discharge Indirect discharge with pretreatment (with sludge) Indirect discharge with pretreatment (without sludge) Indirect	Level 1	Wastewater testing implementation plan Discharge type determination Wastewater sampling plan Four quarterly wastewater test reports (where required) ETP maintenance records (for direct discharge facilities) Summary of wastewater testing results for the applicable conventional parameters (including BOD, COD, TSS, Total Nitrogen, and Total Phosphorus, where applicable)	Verification of sampling points Observation of the ETP (where applicable) Original maintenance records if clarification is required Photographs only where sampling locations or treatment systems require evidence
			Level 2	ZDHC ClearStream Report Underlying laboratory report Sampling records and chain of custody Wastewater testing	Verification of sampling location Observation of wastewater discharge arrangement Original laboratory records if clarification is required Photographs normally not required

		discharge without pretreatment Zero Liquid Discharge (ZLD)		schedule	
			Level 3	Two ZDHC ClearStream Reports for the assessment year Underlying laboratory reports Sampling records Summary of applicable parameter results	Verification of sampling arrangements Original records if clarification is required Photographs only where physical changes supporting improved performance are verified
OUT 3	Sludge is tested and managed in accordance with the ZDHC Wastewater and Sludge Guidelines	Facilities that generate more than or equal to 15m^3/day industrial wastewater and are classified as one of the following: Direct discharge Indirect discharge with pretreatment (with sludge) Zero Liquid Discharge (ZLD)	Level 2	At least one ZDHC ClearStream Report Sludge disposal pathway declaration Supporting laboratory report (where applicable) Sludge disposal records	Original laboratory reports where clarification is required Sludge disposal records
			Level 3	At least two ZDHC ClearStream Reports Sludge disposal pathway declaration Supporting laboratory report (where applicable) Sludge disposal records	Original laboratory reports where clarification is required Sludge disposal records
OUT 4	A root cause analysis is conducted and a corrective action plan is prepared for non-conformities identified during wastewater and sludge testing	Facilities that generate less than 15m^3/day industrial wastewater and are classified as direct discharge	Level 1	Documented procedure for conducting root cause analyses and developing corrective action plans for wastewater and sludge non-conformities	Original documented procedure, where clarification is required
		Facilities that generate more than or equal to 15m^3/day industrial wastewater and are classified as one of the following: Direct discharge Indirect discharge with pretreatment (with sludge) Indirect	Level 2	Root cause analysis records Corrective action plan records Records demonstrating upload of corrective action plans to the ZDHC Gateway	Original root cause analysis and corrective action plan records where clarification is required
			Level 3	CAP closure records Follow-up wastewater/sludge test reports Evidence demonstrating implementation of	Verification of implemented corrective actions Original records where clarification is required Photographs only where physical improvements support closure evidence

		discharge with pretreatment (without sludge) Indirect discharge without pretreatment Zero Liquid Discharge (ZLD)		corrective actions Supporting laboratory reports	
Air Emissions					
OUT 5	Potential Volatile Organic Compound (VOC) emissions are measured and reduced over time	Facilities that use VOCs for industrial processes (e.g. printing, cleaning, finishing, adhesive application, etc.)	Level 1	Chemical Inventory List SDS/TDS or supplier VOC information Annual VOC potential-to-emit calculation Annual chemical consumption records ZDHC Air Emissions Module submission	Verification of sampled VOC-containing products Original inventory or consumption records if clarification is required Photographs normally not required
			Level 2	VOC baseline VOC reduction target Annual potential-to-emit calculations Progress monitoring records ZDHC Air Emissions Module submission Records of VOC reduction initiatives	Verification of sampled reduction measures Original supporting records where clarification is required Photographs only where physical improvements support the assessment
			Level 3	Baseline and current annual VOC calculations VOC reduction target progress records Annual chemical consumption records Updated CIL SDS/TDS or supplier VOC information Records supporting chemical substitution or other reduction measures	Verification of sampled reduction measures Original supporting records if clarification is required Photographs only where physical improvements provide objective evidence

OUT 6	Scope 1 and 2 greenhouse gas (GHG) emissions are measured and reduced over time	All	Level 1	Annual Scope 1 and Scope 2 GHG calculation Activity data (electricity, fuel, purchased energy where applicable) Emission factors Calculation worksheets Methodology description	Verification of sampled energy sources Original activity records where clarification is required Photographs normally not required
			Level 2	GHG baseline Reduction target Annual GHG calculations Annual progress records ZDHC Air Emissions Module submission Records supporting reduction initiatives	Verification of sampled improvement actions Original supporting records where clarification is required Photographs only where physical improvements support the assessment
			Level 3	Baseline and current annual GHG calculations Annual target progress records Supporting activity data Documentation supporting reduction measures Management review or progress summaries, where applicable	Verification of sampled reduction measures Original supporting records where clarification is required Photographs only where physical improvements provide objective evidence
Chemical-Related Waste Disposal					
OUT 7	Chemical-related process outputs are reduced, reused, or recycled where possible	Facilities that use production chemicals (any type)	Level 2	Chemical-related output inventory Measurement records (weighing records, production records, waste inventories or material balance calculations) Assessment of reduction, reuse or recycling opportunities	Verification of sampled output streams Original measurement records where clarification is required Photographs only where undocumented output streams or significant discrepancies are identified

			Level 3	Reuse/recycling register Records identifying the organisation responsible for reuse or recycling (where applicable) Annual reduction targets Annual progress monitoring records Internal records supporting quantities reused or recycled	Verification of sampled reuse/recycling arrangements Original supporting records where clarification is required Photographs only where storage or segregation arrangements support the assessment findings
OUT 8	Chemical-related waste is transported and disposed of safely	Facilities that use production chemicals (any type)	Level 1	Chemical-related waste inventory Waste classification matrix Waste classification records Waste management procedure (where used to define disposal routes)	Verification of sampled waste streams Original classification records where clarification is required Photographs only where waste identification or storage differs from documented records
			Level 2	Waste disposal register Records identifying the organisation responsible for disposal Waste transfer records, disposal records and quantity records Waste inventory reconciliation records	Verification of sampled waste streams awaiting disposal Original disposal records where clarification is required Photographs only where discrepancies between documented and observed waste management are identified