

1. Carry Out A Waste Audit

Conducting an audit will help you prioritise what areas or items you need to focus on – one step at a time. You can change this audit template to suit your business. Record all waste your business produces as a baseline and consider all ideas for reduction. Audits should be conducted at least once a year to make sure procedures are up to date. This form can be copied and reused as often as is necessary for your business.

Date started: _____ **Completed by:** _____

Aspect of business E.g. office supplies, cleaning, staff PPE, meeting refreshments	Type of waste E.g. Plastic bottles, single-use cups. Consider all areas of your business – from the waste produced by your customers to waste produced in staff areas.	Quantity produced Where possible, monitor the number disposed of in a month and extrapolate this to find an annual figure	Responsibility	Ideas for reducing, reusing, recycling and repairing	Priority 1 = most important 5 = least important