

BS 8901:2009



BSI Standards Publication

Specification for a sustainability management system for events

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Foreword

Publishing information

This British Standard was published by BSI and came into effect on 30 September 2009. It was prepared by panel SDS/1/-/2, *Sustainable events*, under the authority of Technical Committee SDS/1, *Sustainable development*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 8901:2007, which is withdrawn.

Use of this document

This standard has been drafted to help those involved with events conduct business operations in a more sustainable manner.

Relationship with other publications

This standard is the first in a series of “daughter” standards of BS 8900, *Guidance for managing sustainable development*.

As a “derivative” of BS 8900, this standard has been written in such a way as to reflect the spirit of BS 8900. Consequently the principles described in the standard are designed to be compatible with BS 8900.

However, whereas BS 8900 has the broadest application to organizations (and individuals) and is independent of the nature of their activities, this standard focuses more specifically on organizations involved with events. This standard also shares common management system principles and processes with the ISO 9000 and ISO 14000 series.

The following table shows the commonality between BS 8900, BS 8901, BS EN ISO 9001, BS EN ISO 14001 and BS OHSAS 18001.

Standard	Application	Topic	Design element	Standard type
BS 8900	General	Sustainability	Sustainable development	Guide
BS 8901	Events	Sustainability	Sustainable development	Management system specification
BS EN ISO 9001	General	Quality	Customer satisfaction	Management system specification
BS EN ISO 14001	General	Environment	Environmental impact	Management system specification
BS OHSAS 18001	General	Occupational health and safety	Occupational health and safety risks	Management system specification

There is an important distinction between this standard and BS 8900. BS 8900 takes the form of guidance and recommendation but is not a specification to which compliance can be claimed (nor around which can a certification scheme be established) whereas, any organization that is involved in the delivery of event(s) can claim that its sustainability management system conforms to BS 8901, subject to defining the organization’s role and scope of activities in the delivery of event(s); and an evidence-based approach demonstrating that:

- a) the requirements of the management system have been met; and/or
- b) the requirements of the contracting organization with overall responsibility for the sustainability management system for events have been met.

Use of this document

Certification/inspection. Users of this British Standard are advised to consider the desirability of third-party certification/inspection of management system conformity to this British Standard. Appropriate conformity attestation arrangements are described in Annex A. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

0 Introduction

BS 8901 is a “daughter” standard of BS 8900:2006, *Guidance for managing sustainable development*, in which sustainable development is defined as:

an enduring, balanced approach to economic activity, environmental responsibility and social progress.

This standard specifies the requirements of a management system to improve the sustainability of events. It has been written to be applicable to all types and sizes of organizations involved in the design and delivery of events, as well as to accommodate diverse geographical, cultural and social conditions. The basis of the approach is shown in Figure 1.

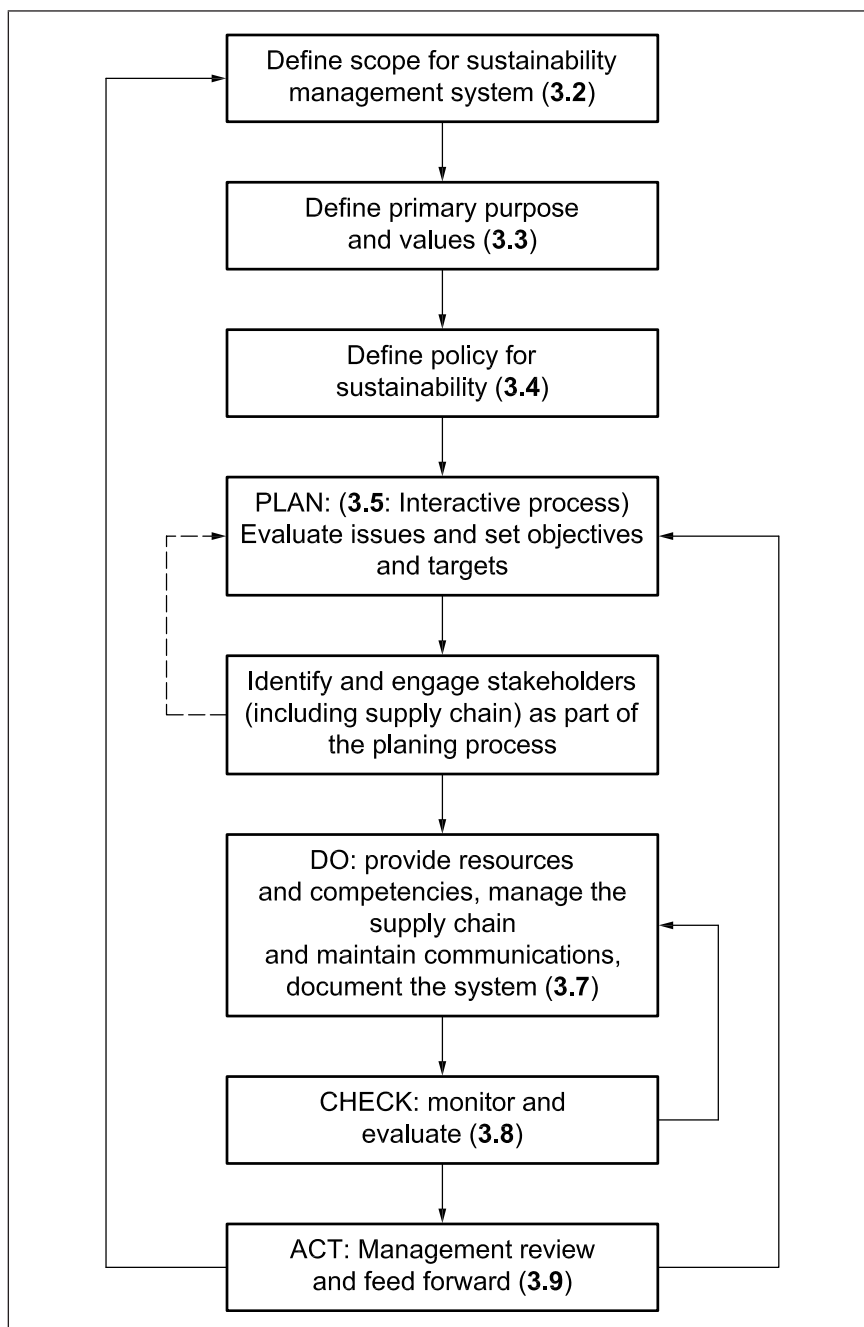
The success of the system depends on commitment from all levels and functions, especially from top management. In addition, in order for such a management system to be successful it has to be flexible and integrated within the event management process and not just regarded as an “add-on” component. For maximum effectiveness, its influence has to extend throughout the supply chain.

The level of detail and complexity of the management system, the extent of documentation and the resources devoted to it depend on a number of factors; such as the scope of the system, the size of an organization and the nature of its activities, products and services. This is particularly the case for small and medium sized enterprises.

Organizations requiring more general guidance on a broad range of management issues relating to sustainable development may refer to BS 8900:2006.

For guidance on claiming conformity to this standard, see **A.0**.

Figure 1 Road map for implementation of BS 8901



1 Scope

This standard specifies requirements for a sustainability management system for events and guidance on meeting those requirements. That is, the guidance provides additional practical information to support implementation.

This standard is applicable to any organization that wishes to:

- a) establish, implement, maintain and improve a sustainability management system for events;
- b) assure itself of conformity with its stated sustainability policy;
- c) demonstrate conformity with this standard by:
 - 1) first party (self-determination and self-declaration by the organization seeking compliance);
 - 2) second party (confirmation of conformance by parties having an interest in the organization, such as clients, or by other persons on their behalf); or
 - 3) an independent third party (e.g. certification body).

This standard is applicable to all organizations (including individuals) involved with events. This standard is applicable to clients (responsible for commissioning an event), organizers (the organization, or partner organizations, responsible for event organization), and suppliers and contractors (responsible for supply of goods and/or services to events).

The specification is designed to be capable of addressing the management of improved sustainability throughout the entire event life cycle from conception and planning through to implementation and final review.

2 Terms and definitions

For the purposes of this standard, the following terms and definitions apply.

2.1 auditor

person with competence to conduct a management system audit

NOTE Competence is defined in BS EN ISO 19011.

2.2 event life cycle

stages and activities of an event (including products and services involved), from conception through planning to implementation/event production and post-production evaluation and feedback

2.3 event organizer

organization (2.9), or group of organizations, with overall responsibility for managing the delivery of an event (encompassing all activities that comprise the event)

2.4 audit

systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the management system audit criteria set by the organization are fulfilled

NOTE 1 In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.

NOTE 2 Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes, and may form the basis for an organization's declaration of conformity. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.

NOTE 3 External audits include those generally termed second- and third-party audits. Second-party audits are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. Third-party audits are conducted by external, independent auditing organizations, such as those providing certification/registration of conformity to BS EN ISO 9001 or BS EN ISO 14001.

2.5 key performance indicator

KPI

pre-agreed measurements (quantitative or qualitative) of performance against the objectives of an organization

NOTE Targets should be quantified with key performance indicators (KPIs) wherever practicable.

2.6 management system

system to establish policy and objectives and to achieve those objectives

NOTE In this standard, this refers to the system that is used to set policy and objectives to improve the sustainability of events and to achieve those objectives.

2.7 maturity profile

pictorial representation of the maturity of an organization's sustainable development management system derived from its maturity matrix (see A.3.9)

2.8 objective

intended outcome of a strategy

2.9 organization

commercial or voluntary, body or individual that takes responsibility for some or all of the management of or supply to an event and its sustainable development

2.10 primary purpose

main function of an organization

2.11 procedure

specified way to carry out an activity or a process

NOTE A procedure can be written or unwritten.

2.12 stakeholder

individual or group concerned with or affected by event(s) and event related activities

2.13 supplier

organization providing products, services or facilities

2.14 supply chain

network of suppliers, including subcontractors

- 2.15 sustainability**
degree of sustainable development in the context of the organization or event

NOTE That is, the level of success in providing an enduring, balanced approach to economic activity, environmental responsibility and social progress.

- 2.16 sustainable development**
an enduring, balanced approach to economic activity, environmental responsibility and social progress
[BS 8900:2006]

- 2.17 values**
principles that guide an organization's behaviour

3 Requirements for a sustainability management system for events

3.1 General requirements

The organization shall establish, document, implement, maintain and continue to improve a sustainability management system in accordance with the requirements (3.2 to 3.9) of this standard and determine how it will fulfil these requirements.

3.2 Sustainability management system scope

The organization shall document the scope of its sustainability management system with respect to defined events-related activities and functions.

3.3 Statement of purpose and values

The organization's shall define its sustainable development principles. The organization shall define and document its primary purpose and values with respect to its activities, products and services that relate specifically to events. Values shall be based upon the organization's sustainable development principles.

The purpose and values of the organization shall provide a framework for its policies, objectives and targets as defined within the scope of its sustainability management system.

3.4 Sustainability policy

The organization shall define its policy applicable to the defined scope describing its commitment to its sustainable development principles and shall promote those principles for activities, products and services that relate specifically to events. The policy shall be approved by top management.

The policy shall include:

- a) a commitment to leadership within the field of sustainable development of events;
- b) statements of purpose/mission and values;