

The Green Key Audit Description

Green Key is a sustainability program based on commitment to continuous improvement by the applicant. Getting the certificate requires meeting the Green Key criteria, and adherence to them is ensured by regular audits.

Besides checking that all relevant criteria are met, the audit provides an opportunity for exchanging ideas about the establishment's sustainability work and future plans for developing it, discussing its goals for participating in the Green Key program, and planning ways of communicating all this to the customers.

The audit takes place in the premises of the applicant and lasts approximately 3 hours. However, if the establishment has facilities in several locations, the audit may take longer.

The audit is carried out by Going Green Oy staff or an authorised, external auditor*.

* In line with Green Key's international audit regulations, Going Green also uses external, independent auditors. All external auditors have extensive tourism field experience and expertise on developing sustainable tourism. The currently authorised external auditors are presented on our website ([About us > External auditors](#)).



Contents of the Green Key audit

In the audit, the following topics will be reviewed/ discussed:

- The application
 - We go through the application and the required attachments
 - We discuss
 - Your past/future sustainability goals and plans on how to achieve them
 - Your objectives for participating in the Green Key program
 - Your plan/report on sustainability induction and training of staff
 - Your sustainability communication to guests
 - Your report on environmental impact indicators (water/ energy consumption and waste generation, carbon footprint etc.)
- The Green Key binder
- Visual inspection:
 - Communal areas (reception, toilets/saunas/spas); visibility of sustainability communication/ Green Key certificate and sign, waterflow, energy-saving lighting
 - Accommodation rooms
 - Waste management and recycling facilities and instructions for customers and staff
 - Restaurant: Presence and visibility of organic/Fair trade/locally produced products/ ingredients in the menu/ buffet
 - Kitchen
 - Office / staff areas
 - Green areas
 - Cleaning cabinet

The certification process

Before an audit may take place, the applicant fills in the application form which is processed and checked by Going Green Oy. In each application, all the imperative criteria must be met. In addition, starting from the first re-application, an annually growing number of guideline criteria must be met.

Based on the audit, the auditor writes an audit report that is sent to the applicant and Going Green Oy. If the audit report confirms that all the necessary criteria are met, certification is granted by the Green Key jury (establishments audited by a member of Going Green Oy staff) or the external auditor. This procedure ensures equitable and unbiased treatment of all applicants. The jury consists of national representatives of tourism business and sustainability experts. The current jury members are presented on our website (Contact us > The jury).



Background information

The Green Key program is run in Finland by Going Green Oy which is a social enterprise fully owned by the Finnish Association for Environmental Education (FEE ry).

All the necessary forms and instructions as well as a large material bank for certified establishments are available on the Applicant's / Member's pages of our website www.greenkey.fi.

Each certified establishment is assigned a contact person at Going Green oy. However, the best way to reach us is through email to info@goinggreen.fi, as this mailbox is read by all members of our staff.

The social media accounts of Going Green Oy are:

Facebook: @GreenKeyFinland

Instagram: @GreenKeyFinland

LinkedIn: [linkedin.com/company/green-key-finland](https://www.linkedin.com/company/green-key-finland)