



Higg FEM 2025 — Pre-Submission Quality Review

Use this checklist before posting your Higg FEM assessment. A complete, accurate submission reduces verifier follow-up and speeds up your verification result. This checklist is based on commonly missed questions from FEM 2024 and is therefore not exhaustive, please refer to the [Higg FEM 2025 guidance](#) for full details on each question.

1 Verify your Site Information Profile (SIP) first

- ❑ Operating days reflect actual production days for the reporting year — not a default of 365.
This value is the denominator in every intensity calculation across Energy, Water, and Waste.
- ❑ Full-time employee count matches HR records for the reporting year.
Inconsistencies affect training count checks.
- ❑ Production volume is entered with correct units for each facility type selected.
For multi-product facilities, confirm each product type is represented.
Ref IDs: sipoperatingdays, sipfulltimeemployees, sipfacilityannualprodvol, sipfacilitytype

2 Confirm every selected source has a quantity if you are claiming to track it

- ❑ **Energy:** every fuel type and electricity source tracked has a quantity entered in the correct units.
Check especially: diesel for generators, LPG for cafeterias, forklifts and on-site vehicles.
- ❑ **Water:** every water source selected has a corresponding volume and supporting documentation.
Municipal, groundwater, and rainwater sources must each have separate quantities.
- ❑ **Waste:** every non-hazardous and hazardous waste stream has a quantity, estimations are documented.
Each sub-question (wstsourceeach) and quantity fields are consistently the most missed.
- ❑ **Chemicals:** commodity chemicals and spot cleaners are listed with quantities where required.
Check wstsourcehprodchemdrumquant if your facility uses chemical drums.
Ref IDs: wstsourcehntextilequant, wstsourcehcartonsquant, wstsourcehprodchemdrumquant, ensourcquantvehicleenvehiclediesel, wattrackdomwatsourcemunicipalbluequant

3 Review all outlier flags before posting

- ❑ All yellow outlier flags have been reviewed on the platform.
Yellow flags are outliers to confirm. Red validations block posting entirely.
- ❑ Root causes have been corrected, not just the flagged value.
Most energy and water flags are caused by wrong SIP values, not wrong consumption data.
- ❑ Any confirmed-accurate values have a comment explaining why.
Adding a brief comment when dismissing a flag creates a clear audit trail.

4 Re-read your applicability questions

- ❑ **chemminimal:** confirm your answer reflects all chemicals used on-site.
This was the highest-inaccuracy question in the Chemicals section FEM 2024. If you use production, operations, or spot cleaner chemicals, answer No. The amount does not matter.

- **chemtype:** all chemical use types are correctly selected (production, operations, maintenance, spot cleaners).
- **Facility type and process:** sipfacilitytype and sipfacilityprocessapparel are accurate.
Misclassification can hide required questions or show inapplicable ones. If you rolled forward data from a prior year, re-read these answers.

5 Confirm every Yes answer has documentation

- Every Yes answer with a suggested upload has a file uploaded that is current and relevant.
Suggested uploads are optional for self-assessment but will be checked during verification.
- Leak monitoring record exists and covers the reporting year.
watmonitorleaksfile, watmonitorleaksdesc
- Employee training: attendance record, frequency documentation, and materials are uploaded.
emstrainingfile, emstrainingcount, emstrainingfreq
- Air source inventory document exists listing all point and fugitive sources.
airsourceinventfile, airsourceinventinfo
- Permit status file is current and documents active permits.
emspemritstatusfile
- Stormwater prevention plan is uploaded if applicable.
wwstormwaterpreventupload
- Waste handling training records exist with attendance and topics covered.
wsthtrainupload, wsthtraintopics

6 EMS: verify the system, not just the practice

- Data quality management system is documented with written SOPs, defined roles, and QA review records.
emsdataqualitymanagementsystem: informal data collection practices are not sufficient.
- Regulations tracking system includes a legal register listing applicable laws and permit requirements.
emsregulationsystem, emsregulationsystemtopics, emsregulationsystemplanfile
- Environmental strategy covers all seven modules over a defined multi-year period.
emsstrategy, emsstrategytopics, emsstrategyfile: a sustainability report or goals list does not meet this requirement unless structured as a strategy with defined actions.
- Environmental policy is a written, management-approved document.
emsenvpolicydoc
- Equipment maintenance records exist for environmental equipment.
emsequipmaintainfile
- Operational impacts assessment is documented.
emsopsimpactfile

Edit window reminder

You have **60 days from your first posting date** to unpost and make corrections. After 60 days, unposting requires a formal request. Changes are only permitted for confirmed inaccuracies in quantitative data. Brand partners set their own deadlines — confirm requirements with your brand contacts.