

VerdeVista - Sample Assignment Brief

1- Assignment Overview

Project Title:

Client:

Location:

Duration:

Project Lead :

VerdeVista Partner Consultant:

2- Objective

To assess the company's environmental practices against ISO 14001:2015 and local regulatory requirements (Saudi MEWA and RCJY), identify gaps, and provide practical recommendations for compliance and improvement.

3- Scope of Work

- Site visits and documentation review
- Gap analysis vs. ISO 14001 & local regulations
- Identification of non-conformities and risks
- Drafting of gap assessment report with recommendations
- Optional: Presentation to client's management

4- Key Deliverables

- Gap Assessment Report (Word/PDF)
- Compliance Risk Matrix (Excel)
- Improvement Recommendations (Action Table)
- Presentation Slides (optional, if requested)

5- 5. Timeline & Milestones

Week 1: Site Visit & Document Collection

Week 2: Analysis & Draft Report Submission

Week 3: Final Report, Presentation (if needed), and Client Review

Payment Milestones: 30% upon start, 40% after draft, 30% upon final approval

6- Communication & Support

Primary Contact: (Client EHS Supervisor)

VerdeVista Support: weekly check-ins via Teams, access to templates, peer review support before submission