

EF10 – Site Environmental Audit

Site Date

Internal/external audits

	Yes	No	N/A
1. Have all corrective actions raised at previous audits been implemented (EF07)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Have actions taken been monitored to confirm their effectiveness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. In instances where the corrective action has proved to be ineffective has further action been taken and monitored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. View non-conformance register (EF07)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Is there an EMS audit schedule in place (EF12)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Environmental management system

6. Is the EMS available and up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is the environmental policy available (signed by the managing director) and up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Has current policy been issued to all employees and is it available for visitors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Environmental aspects/impacts

9. Have all environmental impact assessments been completed (EF01)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Have impact assessment reviews been carried out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Is there a site action plan in place (EF02)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Has an individual been allocated the responsibility for meeting the target set in the action plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Are targets for completion of actions plans being met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Where goods are to be purchased, and their use can have significant environmental impacts, have all reasonable efforts been made to obtain data sheets from the supplier?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Legal and other requirements

	Yes	No	N/A
15. Is the site document file available does it reflect the master copy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Do the contents of the document file match the contents list?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Have all aspects of the planning consent(s) been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Are Environmental Agency consents held for discharge to surface waters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Are trade effluent consents held for discharge to sewers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Have all aspects of the discharge consent been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Have all aspects of the abstraction licence been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Have all aspects of the EPA authorisation been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Have all aspects of the waste management licence been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. If applicable, have all aspects of the waste exemption licence been met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Are periodic evaluations carried out to confirm compliance with planning and other legal requirements – are records kept?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Objectives and targets

26. Has the site established objectives and targets?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Does the site have a site action plan (EF02)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Have responsibilities been designated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Have the means and a timescale(s) by which they are to be achieved been set?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Do timescales take into account received complaints?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Resources, roles and authority

31. Are resources in place to maintain and improve the EMS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Have employees' roles been defined?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. Has a site representative(s) environmental been appointed in writing and are they aware of their responsibilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Competence, training and awareness

	Yes	No	N/A
34. Are employees' training records maintained (EF08)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Are training needs defined for each role (EF09)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Have training needs been reviewed annually?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. Have all employees received environmental training as part of their induction training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. Does the induction training for contractors/sub-contractors include environmental training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Is there evidence to show contractors/sub-contractors competence with regard to the company's environmental procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. When questioned, are employees or contractors/sub-contractors aware of the significance of aspects and related or potential impacts related with their duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. When questioned, are employees or contractors/sub-contractors aware of their role and responsibilities and the potential consequences of departure from specified procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communication

42. Have external communications received been recorded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43. Have appropriate actions been taken where applicable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. Has the site established a community liaison committee and does it meet regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. Are these meetings minuted and recorded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Incidents and complaints

46. Are incidents and complaints being recorded on (EF15)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
47. Where applicable, are action plans being raised and followed up?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Documentation

48. Are records being maintained/retained in line with the requirements of the EMS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
49. Are records legible, identifiable and traceable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
50. Are records being retained in line with EMS requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	Yes	No	N/A
51. Is there a register of records disposed of?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
52. Have documents been approved for adequacy prior to issue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
53. Are changes and the current status of documents identified?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
54. Is the relevant version being used/available for use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
55. Are documents legible and readily identifiable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Monitoring and measuring

56. Is there a register of processes which require to be monitored in line with planning or other legal requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
57. Are monitoring records maintained and is action being taken if results are found to be outside of specification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
58. Are stack emissions acceptable (visible), are emission results compliant, indicative monitors (if applicable) working?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
59. Are records, where applicable, being kept with regard to water abstraction and discharge?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
60. Is noise monitored and are records being maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Control equipment

61. Is there evidence that control equipment is well maintained and, if appropriate, within calibration requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Management review

62. Has a management review meeting been held within the last 12 months?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
63. Was senior management present?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
64. Have minutes been recorded and any actions arising completed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Operational control

Emergency preparedness and response

65. Is there a site-specific emergency response plan and has all relevant documentation been completed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	Yes	No	N/A
66. Are environmental emergency kits available at relevant locations around the site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
67. Is the emergency response plan posted at all relevant locations? Is this clearly legible and the latest issue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
68. Is a site/hazard plan included with the emergency response plan which shows location of environmental emergency kits drains, discharge points, foul and surface water sewers, muster points, first aid rooms, first aid boxes, fire extinguishers, fire fighting water and sand buckets. Is this clearly legible and the latest issue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
69. Have all employees been trained regarding the requirements of the emergency response plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
70. Has the emergency response plan been tested (including outside of normal working hours) (EF05)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
71. Has the emergency response plan been reviewed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tenants			
72. If the site has tenants is a copy of the lease available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
73. Is site management aware of all planning permissions obtained by the tenant and can it be evidenced that these have been reviewed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
74. Is there evidence that a site appraisal has been carried out which identifies the tenants potential to impact on the environmental performance of the company?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
75. Where common access is shared can it be evidenced that vehicles arriving and departing are, where practicable, complying with the company's environmental controls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
76. Where tenants share the drainage system, is consideration being given to their contribution to settling lagoons or discharge points?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
77. Are tenants included in the site's emergency response plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
78. Evidence that tenants are aware of the emergency response plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
79. Where permissible under the lease agreement, are periodical checks made of the area occupied by tenants to monitor environmental performance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual impact/security			
80. Are all parts of the site maintained in a clean and tidy manner?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
81. Does the site have an adequate system for the collection of litter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	Yes	No	N/A
82. Are gates and fences well maintained and adequately signed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
83. Is vegetation well maintained (where relevant in line with planning or other legislation) and relatively dust free?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
84. Are all buildings in a good state of repair and relatively dust free?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
85. Are site roads (including haul roads) maintained and is dust-suppression equipment effective?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
86. Is the area beyond the site boundary free from visible dust deposition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
87. Is there evidence of mud/debris on the public road or erosion on the verges?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
88. Are stockpiles maintained within the restrictions of the planning permission or other legal requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
89. Are the screen banks in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
90. Have precautions been taken to minimise the nuisance from glare from site lighting in the site surrounds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air quality			
91. Are any visible dust emissions acceptable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
92. Are any visible plumes from stacks acceptable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
93. Are any vehicle exhausts emitting dark smoke?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
94. Are there any noticeable odours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
95. Are buildings maintained such that dust emissions are prevented/minimised?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
96. Are all stockpiles located, constructed and managed to reduce the occurrence of wind-borne nuisance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
97. Is a dust-suppression system in operation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
98. Is dust extraction effective?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water			
99. Are discharges regularly monitored, sampled and records kept?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
100. Is the water quality in lagoons/watercourses good?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
101. Is there good water run-off and drainage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
102. If applicable, are settling tanks inspected and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Waste	Yes	No	N/A
103. Is waste kept to a minimum and, where possible, recycled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
104. Is waste correctly stored in designated, signed areas prior to disposal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
105. Is waste collected by licensed waste carriers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
106. Are duty of care transfer notes been completed correctly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
107. Is hazardous waste dealt with in line with current legislation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
108. Where applicable, are septic tanks emptied by a licensed contractor and disposed of in an approved manner?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
109. Are load rejection records available (EF16)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
110. Are non-conforming waste records available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fuel, oil and chemical storage			
111. Are storage facilities suitable for use, well maintained and clearly labelled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
112. Are drums of fuel/oil/chemicals stored correctly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
113. Where appropriate, are there drip trays in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
114. Are suitable bunds in place that are adequate to prevent pollution outside of the bunded area should a leak/spillage occur?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
115. Is there any evidence of spillage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
116. Are contractors' handling and storage procedures adequate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
117. Are there effective contents measuring systems in place on storage tanks and are they fitted with overfill protection?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport			
118. Are vehicles maintained in a good, clean condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
119. Are effective wheel wash facilities provided in appropriate circumstances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
120. Are plant refuelling arrangements effective?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
121. Where appropriate, are incoming/outgoing vehicles sheeted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
122. Where rail transport is used, are adequate procedures in place to ensure minimum noise associated with loading/unloading (especially during unsociable hours)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
123. Are vehicles using the designated traffic routes outside the operation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Noise/vibration	Yes	No	N/A
124. Is noise within permitted limits in line with planning permissions or other legal obligations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
125. Is noise checked at the site boundary to ensure it is within legal limits and are records maintained to demonstrate this?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
126. How often are blasts monitored for noise and vibration and recorded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy			
127. Is energy use monitored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
128. Have any actions been taken, or are taking place, since the last audit to reduce energy use and are there records available to demonstrate this?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
129. Has energy use been reduced since last audit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
130. Is there an energy matrix in place (EF19)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaping and conservation			
131. Is a site restoration plan available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
132. Is site restoration being carried out progressively and in accordance with the restoration plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
133. Is planting and seeding of areas carried out and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
134. Are public right of ways maintained and unobstructed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
135. Are measures in place to safeguard protected species and their habitats? (Are location plans available?)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
136. Is landscape maintenance planned such as to cause minimum disturbance to wildlife, especially at nesting/breeding times?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
137. Are hedgerows, trees and ponds in good condition and properly protected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
138. Are SSSIs correctly protected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
139. Are tree preservation orders adhered to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
140. Are scheduled ancient monuments, listed buildings or other sites of archaeological importance correctly protected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

