

EP 02: Production of a Project Environmental Monitoring Plan

AUTHORISATION: Signature

Date: 27 February 2009

1. **Scope**

- 1.1. This procedure covers the way in which the environmental monitoring of a project is carried out and recorded.

2. **Responsibility**

- 2.1. It is the responsibility of the Project Manager to ensure that this procedure is complied with. He may delegate the carrying out of the procedure to other staff but must ensure that they are aware of these requirements.

3. **Methods**

- 3.1. For every long running project a checklist of items which require inspection or checks to be carried out to ensure adequate control of environmental effects is drawn up.
- 3.2. The checklist is based on the initial environmental review of the project and the experience of the Project Manager. At a minimum it will include the following:
- Examination of any actions undertaken, as part of the project, and assessment as to whether these actions could result in environmental impact.
 - Identification of any potential for spillage or leakage of oils, fuels or chemicals
 - Inspection of any streams, ponds or other controlled waters in or around the site for visible signs of pollution
 - An inspection of the site perimeter to identify any noise, dust, fumes or odours associated with the work.
- 3.3. The items for inclusion in the inspection are entered on the inspection checklist pro forma appended to this procedure. Any comments or action necessary are recorded on the pro-forma which is signed and dated to record the inspection has taken place.
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Site Environmental Inspection Record

Site	
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	Comments or actions required
Any actions undertaken which could result in environmental impact	
Is all fuel, oil and chemical storage adequately protected	
Do any streams, ponds or other controlled waters show visible signs of pollution	
Is any noise, dust or odour from the site detectable at the boundary	

Date of inspection	Signature