

Environmental Inspection

EMS-07

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS use EMS-07-VS	VB use EMS-07-VS	VGE use EMS-07-VS	VL ✓	VI use EMS-07-VS	Shared Services n/a
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Business Unit:		Contract No. & Name:	
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1.	Waste Management	Y	N	n/a
Storage of waste				
1.1	Action taken against excessive wastage Any examples of excessive wastage:			
1.2	Has anything been prefabricated or precast off-site to reduce site risks Any examples prefabrication or precast items:			
1.3	Are opportunities for recycling being taken, e.g. waste paper?			
1.4	Waste correctly stored on site - waste is in the correct skip or has been isolated awaiting disposal			
1.5	Containers are clearly marked and waste constituents are identified			
1.6	Are inert and non-hazardous wastes kept separate from hazardous wastes (i.e. not mixed)?			
1.7	Different hazardous wastes are not mixed			
1.8	Are exemptions in place for applicable materials?			
Duty of Care administration				
1.9	Site has registered as a Hazardous Waste Producer			
1.10	Registered Waste Carriers used and Waste Carrier Licenses on file			
1.11	Environmental Permits or exemptions on file (including licence conditions)			
1.12	Disposal site(s) / final destination checked for authorisation to accept waste/material			
1.13	Checks on waste to tip made			
1.14	Waste Transfer Notes fully completed			
1.15	"Season tickets" (where applicable) used correctly			
1.16	Site Waste Management Plan completed in full, up to date and can the project demonstrate audit trail for waste / material			
1.17	Is the Waste Coordinator (HSE-33 <i>Allocation of Responsibilities</i>) fulfilling their responsibilities?			
1.18	Are any other consent's required for this site? please detail below			
	Comments / details / photos taken:			
2.	Fuels, oils and chemicals	Y	N	n/a
2.1	Refuelling procedure in place is site-specific and satisfactory?			
2.2	Is the Fuel Storage Coordinator (HSE-33) fulfilling their responsibilities?			
2.3	Refuelling procedure forms part of site induction and TBTs, with briefing records on file?			
2.4	Site workers / staff can verbally recite procedure when asked (ask during walk round)?			
2.5	Is the refuelling point satisfactory?			
2.6	Fuel bowsers / static tanks compliant with Control of Pollution (Oil Storage) Regulations 2001?			
2.7	Fuel bowsers / static tanks locked when not in use?			
2.8	Secondary containment in static fuel tank(s) / bowser(s) free of fuel?			
2.9	Drip tray present for each static tank / bowser and plant?			
2.10	Fuel bund / drip tray (if applicable) is below level set for emptying?			
2.11	Are all other fuels, oils or chemicals stored appropriately?			
2.12	Is a suitable spill kit available at refuelling point, and is it fully stocked?			
2.13	Site conforming with its refuelling procedure			
2.14	Local controlled waters and drainage marked on site map			
2.15	Are any other consent's required for this site? please detail below			
	Comments / details / photos taken:			

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3.	Emergency response	Y	N	n/a
3.1	Emergency response procedure in place is site-specific and satisfactory			
3.2	Emergency response procedure forms part of site induction and TBTs, with briefing records on file			
3.3	Site workers / staff can verbally recite procedure when asked (ask during walk round)			
3.4	Fully stocked spill kits available at points of risk and suitable for the activity/risk, consider vehicles also			
3.5	Emergency contact details are visible (noticeboards)			
3.6	Emergency response TEST satisfactory			
3.7	Is the Emergency Coordinator (HSE-33) fulfilling their responsibilities?			
	Comments / details / photos taken:			
4.	Materials and Plant Storage	Y	N	n/a
4.1	All materials are in designated storage areas - i.e. not discarded around the depot			
4.2	Palletised materials are well stacked, no. of open packs minimised, no signs of damage			
4.3	Palletised materials prone to frost / water damage are suitably protected			
	Details of materials stored:			
4.4	Material stock piles away from water where practicable			
4.5	Is run off from loose material prevented from entering surface water drains or local controlled waters			
4.6	Is topsoil which is for reuse stored correctly?			
4.7	Has action been taken to stabilise long term material stockpiles, e.g. by seeding?			
4.8	Plant maintenance arrangements environmentally safe?			
4.9	Plant / vehicles parked safely when not in use (also consider out of hours)?			
4.10	Are timber products from a certified sustainable source (FSC, PEFC, CSA, SFI, MTCC)			
	Comments / details / photos taken:			
5.	Drainage	Y	N	n/a
5.1	Surface water drainage, interceptors and outfalls identified?			
5.2	Dewatering to surface water drains or controlled waters is prohibited			
5.3	Approval obtained for consent to discharge site waters to foul sewer?			
5.4	Approval obtained for consent to discharge surface water to controlled waters (where applicable)?			
5.5	Settlement tank (where applicable) in good working order?			
	Comments / details / photos taken:			
6.	Fauna and flora	Y	N	n/a
6.1	Affected fauna identified (tick applicable boxes below)			
	Deer <input type="checkbox"/> Bats <input type="checkbox"/> Badgers <input type="checkbox"/> Birds <input type="checkbox"/> Newts <input type="checkbox"/> Rabbits <input type="checkbox"/>			
	Other (specify)			
6.2	Vulnerable species / areas identified e.g. SSSIs?			
6.3	Procedures and controls for protection of fauna and flora are satisfactory?			
6.4	Procedures and controls for handling invasive plants satisfactory?			
6.5	List invasive plant(s) present:			
6.6	Species under Tree Preservation Orders are well protected and controls are satisfactory			
6.7	Are any other consent's required for this site? please detail below			
	Comments / details / photos taken:			

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✓	✓	✓	✓	n/a	use EMS-07-VS	use EMS-07-VS	use EMS-07-VS	✓	use EMS-07-VS	n/a		
7.	Nuisance - noise, vibration and dust (including consideration of neighbours)									Y	N	n/a
7.1	Have all vulnerable receptors been identified?											
7.2	Letter drops completed to correct neighbours, updated and re-sent accordingly as works continue?											
7.3	Has the site registered with the Considerate Constructors Scheme?											
7.4	Are site operating conditions adhered to?											
7.5	If section 61 consent from the Local Authority is in place, are the operating conditions adhered to?											
7.6	If section 61 consent is not in place, have checks been made to establish whether it is required?											
7.7	Are there restricted delivery times?											
7.8	Is there any requirement for specific site access routes (e.g. avoiding schools)?											
7.9	Is noise monitoring (HSE-13 <i>Noise Assessment Record</i>) being completed where required?											
7.10	Are site access roads free from mud / dust due to construction traffic from site?											
7.11	Are site haul roads maintained to avoid noise and vibration production (potholed roads = noise)?											
7.12	Are 'no go' areas for personnel / plant identified and adhered to?											
7.13	Are acoustic enclosures (engine cowls etc) in place and securely fixed?											
7.14	If acoustic screens are required, are acoustic screens in use?											
7.15	Cutting/sanding/grinding dust suppression equipment in use?											
7.16	Site dust suppression equipment in use?											
7.17	If dust monitoring is required, is it being performed e.g. sticky pads?											
7.18	Vehicles transporting potentially dusty materials are covered?											
7.19	Is light spillage minimised?											
7.20	Is the Community Liaison Representative (HSE-33) fulfilling their responsibilities?											
7.21	Are any other consent's required for this site? please detail below											
	Comments / details / photos taken:											
8.	Vehicles and Plant									Y	N	n/a
8.1	Engines switched off when not in use (inc equipment in periodic use)?											
8.2	Plant or vehicles positioned so that impacts on neighbours are minimised (site layout/size permitting)?											
8.3	Plant and equipment have properly operating silencers and mufflers?											
8.4	Is plant adequately maintained and lubricated to avoid frictional noise?											
	Comments / details / photos taken:											
9.	Energy / Water									Y	N	n/a
9.1	Are the site offices / cabins powered via a mains electricity connection						<input type="checkbox"/>	or generator		<input type="checkbox"/>		
9.2	If a mains connection is in use, are meter readings being recorded?											
9.3	If a generator is in use, is the volume of fuel used (delivered), in this tank only, being recorded?											
9.4	Is the volume of fuel consumption (deliveries) being recorded for plant bowsers?											
9.5	Is the site on a metered mains water connection?											
9.6	Is the site on a metered standpipe?											
9.7	Is the water connection approved (mains or standpipe)?											
9.8	Are water meter readings being recorded?											
9.9	If gas is used on site, are gas meter readings being recorded?											
9.10	Is the Energy and Utility Warden (HSE-33) fulfilling their responsibilities?											
9.11	Are any other consent's required for this site? please detail below											
	Comments / details / photos taken:											

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10.	Concrete pours and washout									Y	N	n/a	
10.1	The surrounding environment is protected from pollution from concrete pours e.g. good shuttering												
10.2	Site rules established regarding deliveries of concrete												
10.3	Concrete washout pit is lined, emptied on a regular basis and surrounding area free from leachate												
10.4	Is designated concrete washout area sufficient distance from drains / controlled waters (>10m)												
10.5	Concrete washout onto spoil heaps is contained (no evidence of leaching to other parts of site)												
10.6	Concrete batching is carried out in an enclosed area to prevent wind blown dust												
	Comments / details / photos taken:												
11.	Crushing and screening									Y	N	n/a	
11.1	Who is carrying out the crushing and screening?		VW UK	<input type="checkbox"/>	S/C (name)								
11.2	Have the local and issuing LA's been notified of the crushing operation and is the notification on file?												
11.3	Is the plant positioned on site to minimise impacts on neighbours (site layout/size permitting)?												
11.4	Are stockpiles positioned to minimise impact on neighbours?												
11.5	Are stockpiles bunded / sheeted to prevent entrainment of dust by the wind?												
11.6	Dust suppression is satisfactory (emissions contained within site boundary)?												
11.7	Are maintenance records for plant / dust suppression equipment available and up to date?												
	Comments / details / photos taken:												
12.	General and other site-specifics									Y	N	n/a	
12.1	Site signage and hoarding / fencing satisfactory?												
12.2	Site is secure against vandalism / theft / breakage (during and outside working hours)?												
12.3	Site environmentally tidy e.g. no litter?												
12.4	Notice boards in place and up to date with documentation (TBTs, memos, insurance etc)												
12.5	Can site operatives recite specifics of site induction?												
12.6	Have HSE-47 <i>Record of Third Party Visits</i> been completed for any EA / EHO etc. visits?												
12.7	Is the Site Management Plan up to date?												
12.8	Is HSE-33 up to date with all relevant sections signed?												
12.9	Have all actions from the Environmental Planning Meeting been closed?												
12.10	Have all actions from previous inspections and audits been closed?												
12.11	Are any other consent's required for this site? please detail below												
	Comments / details / photos taken:												

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Actions raised from the inspection *(continue on additional pages if necessary)*

Refs.	Comments	Responsible Person	Code**	Close Out Date
Inspection carried out by:			Date:	
Accompanied by:				
Signature:		Signature:		
	<i>(sent electronically)</i>		<i>(sent electronically)</i>	
Distribution:				

- **Action codes (time scale for close out):**
- I** - Immediately stop work and rectify situation / condition
 - A** - Within 24 hours
 - B** - Within 7 days
 - C** - Within period specified

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