

I'Anson Bros Ltd
Site EMS Audit Checklist

Auditor:

Site: Dalton Mill

Date of Audit:.....

Environmental Management System Structure & Responsibility

EMS Requirements	Verification Details Continue on sheet IEAT where necessary	OK	Major NC	Minor NC	Obs
How is the sites system structured & documented. Who is responsible for the system, where is this documented? Are employees aware of procedures, work instructions etc?					
Where is the Environmental Policy held? Is it available to all staff?					
How often does a management review take place? Does an agenda exist? Are follow up actions completed?					
Are Environmental Audit reports available? Are completed corrective actions within timescale and effective? Any to be signed off at this audit?					
Document Control – how are documents approved & amended. How are Company Procedures dealt with? Are obsolete documents retained?					
Record retention – for how long are records kept and where?					

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Environmental Aspects (EMS SP01)					
Are Environmental Aspects understood? What are the specific Environmental Aspects at Company level? Where is this documented?					
Environmental Legislation Register (EMS SP02)					
How is Environmental Legislation dealt with? Is there access to this at Site level? How are changes communicated?					
Are all legal monitoring requirements (e.g. consent conditions) included in a monitoring schedule? Does it match the consent?					
Have all PPC improvement condition responses been made to the EA to the required timescale?					

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Environmental Objectives, Targets and Management Programmes (EMS SP03)					
Are objectives & targets set and achieved? Do they consider PPC permit, aspects and policy commitments Where are these recorded?					
Are all objectives & targets clear and targets readily measured? <i>Are objectives clear or ambiguous? Are associated targets appropriate? Can target achievement be demonstrated?</i>					
Have appropriate timeframes been set for targets and also individual tasks relating to these targets? <i>Ideally should include short-term and longer term improvement projects. Timescales need to take account of other business requirements and workloads.</i>					
Is responsibility (ownership) assigned for objectives and targets?					
Are objectives and targets set on a regular basis?					

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Training, Awareness & Competence (EMS SP04)					
Do staff have job statements stating environmental responsibilities?					
Is there a clear process for identifying training needs?					
Is there a formal, documented training needs assessment which identifies all posts for which specific environmental awareness training is required?					
Are staff training needs subject to a regular (i.e. annual) review?					
Is there a general environmental awareness programme covering: The regulatory requirements associated with the PPC Permit The likely potential environmental impacts which may be caused by plant under their control (normal and abnormal circumstances) Reporting procedures to inform managers of deviations from Permit conditions and for managers to report deviations to the E.A. Policy and EMS awareness. Benefits of improved performance Roles and responsibilities Emergency response. Consequences of non-conformance?					
Is EMS training included in new staff induction?					

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Communication (EMS SP05)					
How is the Company procedure translated?					
Does the procedure cover the receipt, documentation and responses to relevant external communication?					
Are environmental complaints reported and communicated. If so how?					
Does appropriate corrective & preventative action arise from external complaints or comments?					
Monitoring & Measurement (EMS SP07)					
Is the above monitoring procedure being followed? Are appropriate records being kept? <i>Sample monitoring records for O&T monitoring and 'environmental' monitoring (check validity of data?)</i>					

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Non-conformance, Corrective and Preventative Action (EMS SP08)					
Is there is a procedure for corrective and preventive action which includes: Investigating non-conformance (and its causes)? Taking action to mitigate impacts? Initiating and completing corrective & preventive action?					
Is responsibility assigned for investigating non-conformance and initiating corrective/preventive action?					
Emergency Preparedness & Response					
Is there an up to date procedure (and work instructions where appropriate) which identifies the potential emergency situations?					
Is it accessible in an emergency?					
Does it include accidents e.g. liquid spillage, cyclone failure, etc?					
Is the procedure adequate and practical?					
Are all personnel aware of emergency procedures/actions?					
Has any part of it been tested? e.g. spillages					
Is the recording required in the Company Emergency Procedure (EMS OP12) carried out?					

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Operating Procedures

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Have the following been implemented? Do Work Instructions link to Procedure? Are appropriate records kept?					
EMS OP01 Bulk Liquid Delivery, Storage & Handling					
EMS OP02 Drains & Interceptors					
EMS OP03 Waste Management					
EMS OP04 Bag Filter Operation & Maintenance					
EMS OP05 Plant & Equipment Change					
EMS OP06 Contractor Control & Training					
EMS OP07 Purchasing – consideration of environmental issues					
EMS OP08 Planned Preventative Maintenance					
EMS OP09 Cooler Abatement, Operation and Control					
EMS OP10 Potential Environmental Nuisances					
EMS OP11 Ozone Depletors					

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Site Tour

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Site Boundaries					
Has litter escaped beyond boundary?					
Are noise/odour levels detectable and likely to cause a nuisance?					
Any new issues which may cause nuisance?					
General Yard Condition					
Are levels of litter and dust acceptable?					
Is there evidence of spillages?					
Is the site free from obstructions?					
Are areas of hard standing in a good state of repair?					
Is redundant/scrap equipment stored on hard-standing and in an appropriate manner?					
Are any transformers on site free from PCBs?					
Are there any invasive weeds present on site (e.g. Giant Hogweed, Japanese Knotweed)					
If there is a vehicle wash facility, is there a possibility of splashing causing potential land contamination? If so what precautions taken?					

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Site Tour continued

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Emissions					
Are there any visible emissions?					
Is there any evidence of dust discharge? On roofs, cladding, roadways etc.					
Is there any discernable smell outside the plant?					
Compressors – is oil separated and collected for disposal?					
Site Drains					
Are plans of the drain system available					
Are drain covers colour coded?					
Are drains clear of debris?					
Are there any signs of spillage or contamination?					
Has the interceptor been checked and records kept?					
Is an authorised waste contractor used to empty the interceptor?					
Are unauthorised materials stored close to drains (Storm water particularly)?					

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Site Tour Continued

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Liquid Storage Areas					
Types of liquid stored					
Are liquids stored in appropriate containers, clearly labelled and safe?					
Is there an accumulation of liquids inside the bund areas and by fill pipes?					
Where do they drain to?					
Are the bund walls sound and leak free? Are bunds adequate in size? Are self bunded tanks checked for integrity?					
Are spill kits available and clearly indicated? Are they complete?					
Solid Waste Storage Areas					
Types of solid waste stored					
Is waste securely stored in appropriate containers and clearly labelled?					
Has any waste escaped, or is being stored, outside storage area?					
Are skip covers in place (if appropriate)?					

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Are there any leaks from the skips?					
Are recycling opportunities maximised - how?					
Are special/hazardous wastes and general wastes properly segregated?					
Are waste transfer records up to date and complete? Check availability of transfer notes and copy of carrier certificate or exemption.					
Maintenance Area					
Are there COSHH data sheets for all maintenance materials stored on site? Check stores contents incl. insecticides, herbicides, etc.					
Are hazardous substances stored in suitable cabinet/store? e.g. paints, solvents, insecticides.					
Notes for Contractors completed and returned?					
Energy Conservation					
Are CCL Meetings held and acted upon?					
CCL Evidence Pack available?					
Are lights switched off when not in use? Are PIRs and light sensors used?					
Is there evidence of unproductive plant running?					
Are steam and compressed air leaks surveyed?					