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Environmental Management Plan Audit Briefing Information

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Scope:

This document aims to provide background information to assist the audit process of an EMP.

It is intended to inform the Auditee on what is required to streamline the site activity phase of an audit including: typical time requirements, personnel requirements and preliminary information needs.

Process Outline:

The site activity phase of the audit is expected to take 4 days to complete. The stages are outlined below on a per facility/site basis:

1. Pre-Audit Briefing:
Introduction of auditor(s), process overview, timing, breaks, requirements, schedule of de-briefings and timing for audit.
(Time interval: 30 minutes)
2. Information Assembly:
Confirm availability of necessary documentation, eg. site plans, drainage plans, Trade Waste Agreements, EPA licences and permits & initial review. (refer Preliminary Information below).
(Time Interval: 1- 2 hours)
3. Process Understanding:
Brief Description of Site Process preferably with a process flow diagram and aerial photograph (possibly with overview site tour).
(Time Interval 1– 2 hours)
4. Begin Audit Protocol/ EPA action item review.
This may involve examination of plans, maps, documents and equipment as necessary. This normally uncovers additional information requirements and/or personnel in need of interview.
(Time Interval: 8 - 16 hours {typically})
5. Physical site assessment:
A systematically overview of the site (eg beginning with raw materials and working through the process to final/ end product despatch) inclusive of interviews with personnel during the inspection/ follow-up of questionnaire information. Photographs may be taken to illustrate risks.
(Time Interval: 6 – 8 hours {typically})
6. Specific Interviews Arranged (Systems review):
(Time Interval: 2 – 4 hours {typically})
7. Revisit of Specific Areas/ Items:
(Time Interval 2 - 4 hours {typically})
8. Post-Audit Determination De-Briefing:
Summary of determinations made to that point of time. Discussion of any significant Aspects warranting improved risk control. Details of reporting process including timing.
(Time Interval: 1 hour)

Required Personnel:

Site management may invite as many team members as they consider required in the Pre-Audit and Post Audit briefings. The following personnel are however, requested during the audit process:

- Site Manager (or nominated representative),
- Experienced process engineer/ manager who can inform on the technical aspects of the facility and process (and can identify additional personnel who can respond to questions not known) and
- The site's Environmental Manager/ Co-ordinator.

As the audit progresses, it is normal to involve additional personnel with maintenance, engineering, process and managerial responsibilities. The level of involvement of these people only becomes apparent during the audit process.

Note: At least one site representative with a good knowledge of processes and personnel that may be able to respond to questions, should be available for the entire audit process.

Preliminary Information:

The following preliminary information should be obtained prior to undertaking the audit.

If possible the information should be forwarded two(2) weeks prior to the site inspection. As a minimum however, the information should be sourced, compiled in one location and made available at the beginning of the audit process:

- ⇒ A scaled site map and an overview drawing of the local area and its surrounding land usage, including land zoning (i.e. Planning Scheme).
- ⇒ Aerial photographs.
- ⇒ Drainage plans.
- ⇒ Maps with air discharge points marked.
- ⇒ Full chemical register including availability of associated Material Safety Data Sheet's (M.S.D.S's). *Note: MSDS's will be reviewed on site and are not required to be forwarded prior to the site inspection.*
- ⇒ A description of processes with some detail on types and volumes of material handled, including process flowcharts and mass balances, if available.
- ⇒ Copies of all environmental and/or waste discharge Licences (eg DPI Work Authority, EPA Licence), agreements and certificates for air, water and land emissions as well as hazardous substances and solid waste transport certificates.
- ⇒ Copies of any local Planning Approvals including associated conditions of operation.
- ⇒ Copy of Planning Approval conditions for operation.
- ⇒ Copies of all recent (last two years) monitoring data in regard to air, water, sewer, waste disposal and noise emissions (*preferably inclusive of graphical summaries*).
- ⇒ Copy of any legislative breaches or pollution abatement/ improvement notices or advice.
- ⇒ Copy of the public complaint and incident registers.
- ⇒ Waste generation and tracking register.
- ⇒ Information to support the sites Environmental Management Plan implementation including audits (process, waste and site contamination), monitoring data, calibration certificates, KPI specifications and charting, training programs, emergency response plans and schedules of environmental improvement programs.

Note:

Preliminary information will be returned at the completion of the audit and will be treated as strictly confidential. It is advisable to courier any sensitive documents to ensure delivery and traceability.

Administrative:

It would be appreciated if a dedicated work space and a desk was made available for the duration of the audit and office facilities including access to a phone and photocopier were made available if required.

Enquiries:

EnviroRisk Management may be contacted on +61 3 5282 3773 OR via email sjenkins@envirorisk.com.au to discuss any element of the audit process.