Environmental Audit Template

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**Notes for completion**:

The following table provides a starting point for assisting auditors in preparing for a environmental audit. In most cases additional questions, supporting information and clarification from colleagues will be necessary. Verify that the items are present or documented, environmental impact and risk assessments, operating permits and other licenses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Assessment Type** | **Office** [ ]  | **Retail (e.g. Shop, Café etc.)** [ ]  | **Warehouse/****Storage** [ ]  | **Manufacturing / Industrial** [ ]  |
| **Construction** [ ]  | **Agriculture/Farming** [ ]  | **Healthcare/****Education (e.g. Clinics, Schools etc.)** [ ]  | **Transportation/Logistics** [ ]  | **Recreation/****Leisure (e.g. Gyms, Sports Centre etc.)** [ ]  |
| **Auditor Name** |  |
| **Audit Date & Time** |  |

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| **Environmental Policy**  |
| This section will assess the management commitment to the environmental needs of the business as well as the compliance with regulations, internal and external communication and general policy application.  The purpose of the environmental policy audit is:• to ensure policies are in place and are appropriate for the business • to benchmark management commitment to environmental requirements • to compare the environmental policy with the actions being taken on site • to assess the communication of the policy through the business If appropriate, use additional sheets to clarify or identify any other unusual conditions.Each area for consideration needs to be selected as either being present (yes) or not (no) with any additional comments. Whomever is responsible for that area should be noted |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | Are the policies of the company reviewed periodically to ensure their continuingrelevance considering changing standards, technology, and emerging concerns? | [ ]  | [ ]  |  |  |
| 2 | Are policies communicated throughout the company and stakeholders and do the communication methods make the best available techniques? |  |  |  |  |
| 3 | Has the company identified operations and activities that are associated with significant environmental aspects of the company’s operations? |  |  |  |  |
| 4 | Are these operations and activities carried out under controlled conditions and in accordance with operating criteria to ensure compliance with environmental policy and the achievement of objectives and targets? |  |  |  |  |
| 5 | Has the company established a systematic and documented process describing the methods to identify, monitor and evaluate environmental aspects of your company’s activities, products or services? |  |  |  |  |
| 6 | Does the company have a formal written policy regarding materials/resource conservation, reduction, re-use and recycling? |  |  |  |  |
| 7 | Has the company established specific targets for material/resource conservation programs for energy, water or waste avoidance, or other emerging issues or activities? |  |  |  |  |
| 8 | Has the company established specific targets for each conservation strategy? |  |  |  |  |
| 9 | Does the company monitor and document trends in energy consumption by source?Does the company have a program to maximise the use of environmentally safer and more sustainable energy sources? |  |  |  |  |
| 10 | Does the company, routinely or in specific circumstances, track chemical use through materials accounting or some other method as distinct from, or in addition to, tracking environmental releases? |  |  |  |  |
| 11 | Has the company addressed issues of habitat protection and stewardship (such as watershed management, wilderness protection, biodiversity, etc.) in areas affected by business operations? |  |  |  |  |
| 12 | Does the company incorporate the environmental policy in the selection of suppliers/(sub) contractors/service providers goods and services? |  |  |  |  |
| 13 | Does the company have a green transport plan, and does it cover transport initiatives and your motor vehicle fleet? |  |  |  |  |
| 14 | Does the company monitor and document trends in fuel consumption by the company’s transport fleet? |  |  |  |  |
| 15 | Do the business operations require compliance with environmental, health or safety regulations at either the national or local level? For example, site permits, authorisations and notifications |  |  |  |  |
| 16 | Are the environmental objectives established for each relevant business function and level? |  |  |  |  |
| 17 | Have targets been set for environmental objectives? |  |  |  |  |
| 18 | Have objectives and targets been communicated to all relevant business functions, employees, contractors and suppliers? |  |  |  |  |
| 19 | Has the company established Key Performance Indicators (KPIs) to demonstrate progress against environmental objectives and targets? |  |  |  |  |
| 20 | Does the company have the capability to identify and track KPIs and other data, necessary to achieve its environmental objectives and targets? |  |  |  |  |
| 21 | Has your company conducted a Training Needs Analysis (TNA) for environmental management for all levels of employees within the business?  |  |  |  |  |
| 22 | Is there adequate expertise in the company to deal with environmental needs of the business?  |  |  |  |  |
| 23 | Is there a systematic and documented process to ensure that personnel who carry out tasks that have a significant impact on the environment are adequately trained and experienced? |  |  |  |  |
| 24 | Are employees encouraged to take the initiative, submit suggestions forimprovement, and to suggest actions or policies to reduce the company’s environmental impact? |  |  |  |  |
| 25 | Does the company communicate with key stakeholders regarding significant environmental aspects and is this process documented? |  |  |  |  |
| 26 | How does the business identify, monitor, evaluate and understand the needs and expectations of stakeholders? |  |  |  |  |
| 27 | Does the company proactively seek the advice of independent community groups (e.g. through newsletters, regular meetings, open forums, or community oversight committees) regarding possible risks posed by the operations of the company? Are these processes maintained? |  |  |  |  |
| 28 | Does the company seek to protect vulnerable or at-risk groups in communities directly affected by business operations? |  |  |  |  |
| 29 | Does the company communicate with stakeholders in order to encourage increased participation and understanding in environmental decision making by the company? |  |  |  |  |
| 30 | Does the company report to regulators? |  |  |  |  |
| 31 | Does your company contribute to National or International reports? |  |  |  |  |
| 32 | Does your company report to the governmental authorities and/or the public on the fulfilment of its environmental responsibilities? |  |  |  |  |
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| **Site Inspection** |
| The purpose of the site inspection is:• to get an overview of the site;• to visually assess the environmental features of the site;• to communicate with the site users (employees, visitors, contractors etc.) to assess the level of environmental awareness on site; • to compare the site conditions with the documented environmental policy and risk assessments If appropriate, use additional sheets to clarify or identify any other unusual conditions.Each area for consideration needs to be selected as either being present (yes) or not (no) with any additional comments. Whomever is responsible for that area should be noted |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | Is the site well organised and maintained to a good condition? | [ ]  | [ ]  |  |  |
| 2 | Are the site boundaries including fences and gates etc. in appropriate condition? | [ ]  | [ ]  |  |  |
| 3 | Does the site have good environmental records and management systems in place? | [ ]  | [ ]  |  |  |
| 4 | Does the site carry out any processes which require specific permits or regulations?  | [ ]  | [ ]  |  |  |
| 5 | Are there clear communications on site about how the business manages its environmental responsibilities?  | [ ]  | [ ]  |  |  |
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| **Air Emissions**  |
| The purpose of this section is:• to identify the potential sources of air emissions at the site. This may include but is not limited to: * + heating systems, power generation, and vehicle use
	+ industrial processes, such as manufacturing, painting, and machinery operation
	+ storage and handling of chemicals or waste
	+ agricultural activities, including livestock management and fertiliser use
	+ refrigeration and air conditioning
	+ waste management, such as incineration or landfill
	+ cleaning and maintenance activities

• to visually assess activities or processes that may contribute to air emissions;• to compare observed practices with the documented environmental policy and emissions control measures.If appropriate, use additional sheets to detail or clarify specific emission sources or unusual conditions. Each identified source should be noted as present (yes) or not (no), with additional comments provided where necessary. Responsibility for managing each source should also be recorded. |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | If the site requires official approval for emissions to air are these available and up to date? (In the form of permits, licenses, consents or authorisations) | [ ]  | [ ]  |  |  |
| 2 | IF YES TO 1Are authorised limits and conditions (e.g. monitoring data) being met? | [ ]  | [ ]  |  |  |
| 3 | Are site processes and operations free of unintended air emissions? | [ ]  | [ ]  |  |  |
| 4 | IF NO TO 3 What efforts are being made to control these air emissions?  | [ ]  | [ ]  |  |  |
| 5 | Are equipment and materials in use appropriately assessed for their air emissions?  | [ ]  | [ ]  |  |  |
| 6 | Can any equipment and materials in use be replaced with lower emitting substances (e.g. water-based paints used instead of solvent-based paint?)  |  |  |  |  |
| 7 | Is the site free of products that could rise to dust or fibres?  |  |  |  |  |
| 8 | IF YES TO 7 Is there an appropriate dust suppression in place?  |  |  |  |  |
|  |  |  |  |  |  |
| **Water Discharges** |
| The purpose of this section is:• to identify the potential sources of water discharges on site. This may include but is not limited to: * industrial processes that generate cooling or process water
* cleaning operations
* trade effluent from manufacturing or commercial activities
* stormwater runoff from roofs, car parks, or paved areas can carry pollutants like oil, chemicals, or sediments
* agricultural activities may contribute through runoff containing fertilisers, pesticides, or animal waste
* sediment-laden runoff or slurry discharges
* discharges from cooling or refrigeration systems
* sanitary wastewater
* accidental spills
* contaminated runoff from storage or handling areas

• to visually assess activities or processes that may contribute to water discharge;• to compare observed practices with the documented environmental policy and control measures.If appropriate, use additional sheets to detail or clarify specific water sources or unusual conditions. Each identified source should be noted as present (yes) or not (no), with additional comments provided where necessary. Responsibility for managing each source should also be recorded. |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | If the site requires official approval to discharge liquid effluent to ground, surfacewater (including streams, rivers and lakes) or to underground watercourses are these up to date and available for inspection? (Note: may be in the form of a discharge consent, permit or license). |  |  |  |  |
| 2 | Are all discharges identified and, if required, authorised, licensed or permitted? |  |  |  |  |
| 3 | Are all liquid discharges and free water (i.e. rainwater pools) free from unusual water conditions such as obvious oily sheen, discoloration. etc.)? |  |  |  |  |
| 4 | If applicable, are truck wash waters treated in any way prior to discharge to prevent oils and harmful chemicals entering the drainage system and are any necessary discharge authorisations in place? |  |  |  |  |
| 5 | Are spill prevention and control procedures being implemented? |  |  |  |  |
| 6 | Is appropriate spill cleanup material and equipment readily available and in an easily accessible location? |  |  |  |  |
| 7 | Is all drainage from site well maintained and routed to authorised discharge points? |  |  |  |  |
| 8 | If the site requires official approval to discharge liquid effluent to sewer or drainage connected into a treatment facility are these up to date and available for inspection? (Note: may be in the form of a discharge consent. permit or license). |  |  |  |  |
| 9 | Is the site supplied by a well, lake, river or municipal source? If relevant, is it authorised? |  |  |  |  |
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| **Waste**  |
| The purpose of this section is:• to identify the potential sources of waste on site. This may include but is not limited to: * office operations generating paper, packaging, and general waste
* manufacturing and production creating offcuts, defective products, and excess materials
* retail operations discarding unsold goods and packaging
* construction and demolition production such as rubble, offcuts, and surplus materials
* food and hospitality sectors generate food waste, single-use items, and packaging
* agriculture contributions such as organic waste, plastics, and chemical containers,
* hazardous waste and by-products.

• to visually assess activities or processes that may contribute to waste production;• to compare observed practices with the documented environmental policy and control measures.If appropriate, use additional sheets to detail or clarify specific waste sources or unusual conditions. Each identified source should be noted as present (yes) or not (no), with additional comments provided where necessary. Responsibility for managing each source should also be recorded. |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | Does the site have clearly allocated areas for general waste, recyclable waste and hazardous waste?  |  |  |  |  |
| 2 | Does the site have details of where waste is finally disposed of (includingwaste contractor and disposer license details)? |  |  |  |  |
| 3 | Does the site have an inventory of all the waste generated for the last year? |  |  |  |  |
| 4 | Does the site have a hazardous waste minimisation/ contingency plan in place and is it up to date? |  |  |  |  |
| 5 | Does the site have a waste minimisation/pollution prevention plan in place and is it up- to-date? |  |  |  |  |
| 6 | If the site requires legal authorizations licenses for storing and handling waste, are these up to date? |  |  |  |  |
| 7 | Does your company generate hazardous waste? |  |  |  |  |
| 8 | IF YES TO 7 Does the company monitor and document usage, volumes and disposal of any hazardous waste generated? |  |  |  |  |
| 9 | IF YES TO 7 Does the company have (a) specific program(s) to minimise hazardous waste? |  |  |  |  |
| 10 | IF YES TO 7 Are hazardous wastes collected and stored in properly constructed, undamaged, and closed (except during transfer) containers? |  |  |  |  |
| 11 | IF YES TO 7 Are containers of hazardous waste held on site for the minimum time possible, and less than any legally specified maximum? |  |  |  |  |
| 12 | Has the company identified your non-hazardous waste streams? |  |  |  |  |
| 13 | Does the company monitor and document trends in non-hazardous waste management (e.g. production, disposal, recycling, reuse) and are there programs in place at your company to minimise non-hazardous waste streams? |  |  |  |  |
| 14 | Does the company monitor and document oil spills, chemical spills, and other accidental releases (e.g. effluent spills?) to all media (land, water, air). |  |  |  |  |
| 15 | Are all waste containers properly labelled with an adequate description of the waste and date of filling? |  |  |  |  |
| 16 | Is secondary containment and weather protection provided for hazardous waste containers necessary? |  |  |  |  |
| 17 | Is waste oil recycled through a licensed or approved recycler, and are license details held? |  |  |  |  |
| 18 | Is there evidence of an active program for eliminating, minimising and/or recycling waste to the extent practicable? |  |  |  |  |
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| **Storage**  |
| **Ref** | **Area for Consideration**  | **Yes** | **No** | **Comments** | **Responsibility** |
| 1 | Are storage areas well maintained? |  |  |  |  |
| 2 | Are storage areas clearly identified? |  |  |  |  |
| 3 | Are storage areas protected from the weather as necessary? |  |  |  |  |
| 4 | Is a list of tanks available, showing chemical stored, location, condition, date and result of last inspection, date of next test? |  |  |  |  |
| 5 | Is documentation available detailing storage tank leak detection and inventory control practice on site? |  |  |  |  |
| 6 | Are all storage tanks in good condition, free of leaks and provided with adequate secondary containment (e.g. bonding) where necessary? |  |  |  |  |
| 7 | Are tanks clearly marked (e.g. contents, capacity, test marks) in accordance with documentation? |  |  |  |  |

**Additional comments –** Detail any other areas that the checklist may not have covered:

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| **Recording Environmental Audit Actions** |
| The Manager, Supervisor or delegated environmental assessor **must** record below the recommended actions to take in order to resolve the issue(s) identified in the environmental audit assessment. The assessor **must** review the actions once they have been implemented to make sure they have resolved the problem. |
| **Recommended actions to take** |
| **Ref No** | **Action** | **Person Responsible for Action (Name)** | **Due Date** | **Have actions****resolved the****problem?\*** |
|  |  |  |  | **YES** [ ]  **NO** [ ]  |
|  |  |  |  | **YES** [ ]  **NO** [ ]  |
|  |  |  |  | **YES** [ ]  **NO** [ ]  |
|  |  |  |  | **YES** [ ]  **NO** [ ]  |
| **\*Note:** If the actions haven’t resolved the problem, then the issue will need to be reassessed, and new actions developed.  |
| **Is a specialist assessment required?** | **YES** [ ]  **NO** [ ]  |  |
| **Assessor’s name** |  | **Date** |  |
| **Environmental Audit - Review** |
| **Timeframe (**i.e., two year or a significant change ) **and/or reason for review\*\*** |  |

**\*\*Note:** The environmental assessments **must** be reviewed if there is a significant change to the site, or if the business processes change.