



# Lusail Real Estate Development Company

## Health, Safety, Security, Environment, Logistics & Quality Department

### Lusail Construction Safety Procedural Forms/Checklists – Environmental Inspection Audit Format

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#### COMPANY PROPRIETARY INFORMATION

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**Environmental Inspection and Audit Formats (Sample)**

<b>Audit Ref:</b>	ENV_LUS_XXX_CPXXXX_130429	<b>Organisation</b>	XXX
<b>Date of Audit:</b>		<b>Contract:</b>	CP-XXXX
<b>Last Audit:</b>		<b>Location:</b>	
<b>Audit Type:</b>	Environmental	<b>Accompanied By:</b>	
<b>Report By:</b>		<b>Attention Of:</b>	

**Introduction:**

XXX is working on Lusail City Development under contract CPXXXX for the Developer LREDC. The scope of work includes.....

This audit was conducted as follow up on the rectification measures identified in the Audit/Inspection conducted on XXXXXX, and as part of the monthly auditing/inspecting plan in order to verify compliance / implementation of required environmental systems as per Contractor (XXX– CPXXXX) Project Construction Environmental Management Plan (CEMP), Qatar Ministry of Environment requirements, LREDC Environmental Policies (including the Project Overall CEMP – (OCEMP)), and correct use of all the associated documentation.

**Audit Checklist:**

All items audited on the Audit Checklist (attached) were scored between 0 and 10. With a 10 indicating fully implemented with substantial evidence, 0 indicating not developed or implemented or used, and 5 would indicate partial use or implementation.

10 = The answer to the question is “yes” with supportive documentation;

5 = The answer to the question is “partial” with minimal or some supportive documentation; and

0 = The answer to the question is “no” with no supportive documentation.

N/A = The question is not applicable to the Contractor or type of work being done

The cumulative scores are added up and compared against the total potential score for a percentage compliance. Items that are Not Applicable are removed from the audit sheet so it will not distort the ending score.

	<b>Points Available</b>	<b>Points Attained</b>	<b>Audit Compliance Percentage</b>
<b>Management System</b>			
<b>Site Inspection</b>			
<b>Total</b>			

**Site Inspection Report:**

The photographic evidence to substantiate the observations made within Sections C on the Audit Checklist are presented in the site inspection report (attached) Lusail Audit Part 3\_Site Audit\_XXX\_CPXXXX\_130429.

**Completed Action Items from Previous Audit**

Item	Audit Reference	Observation	First Raised	Action Date	Closed out

**Corrective Action Plan:**

The corrective actions from both the management system audit and the site inspection report have been compiled in the below spread sheet. The associated recommended corrective actions and timeframe for completion have been listed for the identified non-compliances.

Item	Audit Reference	Observation	Recommended Action	First Raised	Action Date

Item	Audit Reference	Observation	Recommended Action	First Raised	Action Date

**Conclusion:**

<b>Audit Ref:</b>	ENV_LUS_XXX_CPXXXX_130429	<b>Organisation</b>	XXX
<b>Date of Audit:</b>	29 <sup>th</sup> April 2013	<b>Contract:</b>	CP-XXXX
<b>Last Audit:</b>	XXXXX	<b>Location:</b>	
<b>Audit Type:</b>	Environmental	<b>Accompanied By:</b>	
<b>Report By:</b>		<b>Attention Of:</b>	

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
<b>C</b>	<b>SITE INSPECTION - ENVIRONMENTAL COMPLIANCE</b>					
<b>1</b>	<b>Air Emissions</b>					
1.1	Adequate dust dampening measures on roads and site in place?					
1.2	Vehicle speeds posted and observed					
1.3	Are haul trucks with earth covered?					
1.4	Stockpiles covered and/or dampened?					
1.5	No excessive engine emissions noted?					
1.6	No open burning of waste?					
1.7	No unpleasant odours noted?					
<b>2</b>	<b>Noise and Vibration</b>					

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
2.1	Acoustic covers on all required generators?					
2.2	Noisy activities restricted to daytime hours?					
2.3	Equipment/vehicles kept away from sensitive receptors where possible?					
2.4	Low vibration methods (e.g. auger piling) in place where required?					
2.5	Construction traffic minimised?					
<b>3</b>	<b>Light Pollution</b>					
3.1	Work taking place during day-time where possible?					
3.2	Adequate procedures in place to reduce light pollution?					
<b>4</b>	<b>Sustainability and Resource Conservation</b>					
4.1	Fuel conservation procedures in place?					
4.2	Water conservation procedures in place?					
4.3	Electricity conservation procedures in place?					
4.4	Procedures in place to minimise waste generation?					
4.5	Recycling campaign on site/office					
<b>5</b>	<b>Waste Management</b>					
5.1	Is the site free of litter?					
5.2	Adequate number of skips/bins throughout site?					
5.3	Correct covers for waste type (food, light-weight, etc.)?					
5.4	Waste emptied regularly and not overflowing from skips/bins?					
5.5	Dedicated, adequate waste storage area?					
5.6	Wastes adequately segregated into separate skips/bins					
5.7	Adequate signage/labelling for separate waste skips/bins					

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
5.8	Non-conductive wastes (e.g. flammable) kept separate					
5.9	Approved location for waste disposal?					
5.10	Approved waste contractor being used?					
<b>6</b>	<b>Erosion and Sediment Control</b>					
6.1	Traffic movements confined to access roads?					
6.2	Access roads suitably stabilised and graded?					
6.3	Landscape stabilised (limited vegetation removal)?					
6.4	Stockpiles controlled with regards slope and height?					
6.5	Stockpiles located away from drainage lines?					
6.6	Sediment settling ponds/basins in place if required?					
6.7	Silt fences in place for earthworks at water edge?					
<b>7</b>	<b>Soil and Earthworks Control</b>					
7.1	Existing contamination controlled within site?					
7.2	New fuel/chemicals spills controlled?					
7.3	Wastewater discharges to ground approved?					
7.4	Wastewater discharges to ground adequately controlled?					
7.5	Boring and horizontal directional drilling slurry material controlled?					
<b>8</b>	<b>Groundwater and Dewatering</b>					
8.1	Approved dewatering permit in place?					
8.2	Adequate dewatering network in place?					
8.3	Adequate settling pond/water box in place?					
8.4	Adequate discharge point?					

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
<b>9</b>	<b>Vehicle Maintenance, Washing and Refuelling</b>					
9.1	Regular maintenance takes place offsite or in dedicated bunded area?					
9.2	Emergency maintenance using metal drip trays					
9.3	Vehicle washing takes place offsite or in dedicated bunded area?					
9.4	Vehicle refuelling taking place offsite or in dedicated bunded area, as possible?					
9.5	Marine refuelling taking place offsite or in dedicated bunded area?					
<b>10</b>	<b>Concrete Batching and Truck Management</b>					
10.1	Concrete sourced from Lusail-based batching plant?					
10.2	On site mixing of concrete (hand mixers) being controlled?					
10.3	Concrete chute covers in place					
10.4	Adequate plastic sheeting on ground beneath transfer points and on other works					
10.5	Concrete washout within approved wash pit?					
10.6	Excess concrete being reused/recycled (e.g. form work)?					
<b>11</b>	<b>Fuel and Chemical Storage and Control</b>					
11.1	Are oils/ chemicals/ fuels/ hazardous waste in tray/ bunds able to hold 110% of volume of largest item?					
11.2	Are bunded area/metal trays impermeable & in good condition?					
11.3	Are metal trays/bund positioned correctly?					
11.4	Are the correct MSDS's available / easily accessible for any chemicals stored on site?					
11.5	Inventory of all chemicals and fuels available?					



SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
11.6	Materials and chemicals stored per MSDS requirements?					
11.7	Chemicals/fuels are clearly and correctly labelled?					
<b>12</b>	<b>Spillage Prevention and Control</b>					
12.1	Spill kits in place at required locations?					
12.2	Spill kits have adequate contents?					
12.3	Is all secondary containment free of spills? Has it been disposed of as hazardous liquids?					
12.4	Is all secondary containment free of rainfall/stormwater? Has it been disposed of as contaminated water?					
12.5	Contaminated material stored in dedicated contained location?					
<b>13</b>	<b>Terrestrial Ecology</b>					
13.1	Control measures (e.g. fences) to stop animals encroaching into site or ponded areas in place?					
13.2	Control measures (e.g. fences) to protect environmentally sensitive area or plants in place?					
13.3	No animals captured/killed/harmed by accident/on purpose?					
13.4	No trees damaged/killed by accident/on purpose?					
13.5	No animals/plants relocated without approval?					
13.6	No pests (rats, mosquitoes, etc.) observed within site?					
13.7	Approved pesticides/herbicides being used per MSDS?					
<b>14</b>	<b>Water Quality and Marine Ecology</b>					
14.1	Wastewater discharges to surface water approved?					

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
14.2	Wastewater discharges to surface water adequately controlled?					
14.3	No marine wildlife killed/harmed by accident/on purpose?					
14.4	Reclamation/dredging control measures (e.g. silt fences) in place					
14.5	Reclamation/dredging control measures adequate?					
14.6	Contractor staff not swimming, fishing, etc. in water?					
<b>15</b>	<b>Welfare Facilities, Offices and Laydown Control</b>					
15.1	Hoardings/fencing around office and all worksites					
15.2	Covers at base of hoardings to stop waste escaping?					
15.3	No environmental issues immediately outside boundary fences?					
15.4	Laydown areas/work sites established after approval?					
15.5	Laydown areas/work sites not altered from approved set-up?					
15.6	Materials stored correctly to prolong life					
15.7	Overflow from water drinking area not causing stagnant pond?					
15.8	Adequate number and distribution of toilets					
15.9	Toilet cleaning water not being washed down steps					
15.10	Septic tank stored in adequate secondary containment					
15.11	Correct septic tank lids firmly in place					
15.12	Septic tanks emptied regularly and not overflowing?					

SI	Question	Remarks on Evidence Provided	Satisfactory			
			Yes	Partial	No	N/A
<b>16</b>	<b>Social / Archaeological</b>					
16.1	Archaeological sites identified in site adequately protected?					
16.2	Cultural sites identified in site adequately protected?					
16.3	Any Corporate Social Responsibility (CSR) initiatives in place?					
<b>TOTAL AVAILABLE = / = %</b>						