



ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

EMS Reference:		Organisation:	
Date of Audit:		CP No.	
Date of Prev. Audit:		Location:	
Audit Type:	Environmental Management System	Auditee:	
Auditor:		Attention of :	

Audit Check Items	Reference	Score
1. Previous EMS Audit Follow up		
1.1 Have all previous EMS non conformances been rectified?	<i>EBP</i>	
1.2 Have all previous opportunities for improvement been addressed?	<i>EBP</i>	
Total		0
2. Policy		
2.1 Does the contractor have an Environmental Policy Document?	<i>5.6.a</i>	
2.2 Does the environmental policy statement aligned to ISO14001 / QCS criteria?	<i>QCS2014</i>	
2.3 Is the policy displayed in a prominent location(s)?	<i>EBP</i>	
Total		0
3. Legal & Other Requirements		
3.1 Are there copies of applicable Qatari environmental legislation available on file?	<i>EBP</i>	
3.2 Is a copy of the Lusail OCEMP most recent revision available on file?	<i>EBP</i>	
3.3 Is a copy of the latest version of QCS available?	<i>EBP</i>	
Total		0
4. Objectives and Targets		
4.1 Have Objectives and Targets been developed by the contractor?	<i>Table 8-1.3.2</i>	
4.2 Are adequately detailed programs for achieving objectives and targets documented?	<i>QCS2014</i>	
4.3 Have previous targets been achieved?	<i>EBP</i>	
Total		0
5. Environmental Personnel		
5.1 Is a full-time environmental representative (SBREP) appointed?	<i>5.6.f</i>	
5.2 Has the full-time environmental representative / SBREP been approved?	<i>5.6.2</i>	
5.3 Is there an Org Chart which details SBREP's position?	<i>EBP</i>	
5.4 Are roles and responsibilities of SBREP clearly defined, documented and signed?	<i>EBP</i>	
Total		0
6. Environmental Training & Awareness		
6.1 Is there an environmental component in the Contractors induction?	<i>6.1</i>	
6.2 Is there a documented environmental training matrix available?	<i>QCS2014</i>	
6.3 Is there an environmental training scheduled that correlates with the training matrix?	<i>EBP</i>	
6.4 Does the training record(s) correlate with the training schedule?	<i>EBP</i>	
6.5 Are spill prevention training & refuelling training records available?	<i>6.2.b</i>	
6.6 Are regular environmental tool box talks conducted?	<i>6.3</i>	
6.7 Do all workers attend environmental tool box talks?	<i>EBP</i>	
6.8 Is a record of what was discussed during the tool box talk available on file?	<i>6.3</i>	
Total		0
7. Environmental Documents		
7.1 Has the Contractors CEMP been approved?	<i>8.1.1.d</i>	
7.2 Is the CEMP endorsed by a 3rd party consultant?	<i>8.1.1.b</i>	
7.3 Is the CEMP reviewed annually and updated where applicable?	<i>8.1.4</i>	
7.4 Has an environmental aspect & impact register been completed for the project?	<i>Table 8.1, 3.6</i>	
7.5 Is a master MSDS/SDS file / HAZMAT inventory available on file?	<i>11.2.2.d</i>	
7.6 Does the contractor maintain a complete / systematic documentation system?	<i>QCS 2014</i>	
Total		0
8. Operational Control		
8.1 Waste Management		
8.1.1 Is there a copy of the waste company operating permit available on file?	<i>17.7</i>	
8.1.2 Are Waste Transfer Notes (WTN's) on file?	<i>17.6.b</i>	
8.1.3 Are WTN's signed by representatives from both contractor and waste company?	<i>17.5.b</i>	
8.1.4 Is the type and quantity of waste specified on the WTN?	<i>17.6.c</i>	
8.1.5 Is a register of waste collections maintained?	<i>17.6.c</i>	
8.1.6 Does the register correlate to WTN's available on file?	<i>EBP</i>	
8.1.7 Is a copy of the Hazardous Waste company permit available on file?	<i>17.7</i>	
8.1.8 Are records of hazardous waste disposal available on file?	<i>17.8.s</i>	
8.1.9 Is a Hazardous Waste Inventory available on file?	<i>EBP</i>	
Total		0

8.2	Resource Consumption			
8.2.1	Are records of the projects diesel consumption available?		12.1.2.b	
8.2.2	Are records of the projects petrol consumption available?		12.1.2.b	
8.2.3	Are fuel records verified against available documentation?		EBP	
8.2.4	Are records of the projects water consumption available?		12.1.2.b	
8.2.5	Are water records verified against available documentation?		EBP	
			Total	0
8.3	Maintenance Records			
8.3.1	Are vehicle / equipment maintenance records available?		21.1.1	
8.3.2	Are equipment daily inspection checklists available?		8.3.p	
8.3.3	Do daily inspection checklists contain a check items related to environmental control?		EBP	
8.3.4	Are generator maintenance records available?		21.1.1.d	
			Total	0
9. Monitoring & Measurement				
9.1	Dewatering Monitoring			
9.1.1	Is the de-watering method statement approved?		20.2.a	
9.1.2	Is there a copy of the project dewatering monitoring requirements on file?		20.5.a	
9.1.3	Are water quality monitoring reports available (for daily/weekly)?		20.5.c	
9.1.4	Are all monitoring results within project specified limits?		20.5.b	
9.1.5	Is a daily odour / visual monitoring record maintained?		20.5.d	
			Total	0
9.2	Noise Monitoring			
9.2.1	Are records of noise monitoring data available on file?		EBP	
9.2.2	Are all noise monitoring results within project specified limits?		EBP	
9.2.3	Is there a map of noise monitoring location available on file?		EBP	
9.2.4	Is the noise meter/monitor calibration certificate in date?		EBP	
			Total	0
10. Reporting				
10.1	Are copies of Monthly Environmental Reports on file?		8.3.n	
10.2	Are reports endorsed by 3rd party environmental consultant?		12.1.3.c	
10.3	Do the reports detail all required data?		12.1.3.e	
10.4	Do the reports follow the client specified template?		12.1.3.a	
10.5	Is the data detailed in project reports accurate?		EBP	
			Total	0
11. Contractor Environmental Inspections				
11.1	Are records of daily and weekly environmental inspections available on file?		10.1.1.c	
11.2	Have environmental inspections been communicated to Contractor CM / PM?		10.1.1.h	
11.3	Does the contractor have a dedicated environmental checklist?		10.1.1.b	
11.4	Have close-out reports been completed in response to PMCM inspections?		10.5.e	
			Total	0
12. Environmental Incidents / Investigations				
12.1	Are records of environmental incidents available on file?		11.1	
12.2	For each environmental incident, is there a notification report and an investigation report?		EBP	
12.3	Have all incidents been reported to PMCM / LREDC?		11.3.5.d	
12.4	Is a register of environmental incidents maintained?		11.3.6.c	
12.5	Are records available to verify that corrective / preventive actions have been implemented?		8.3	
			Total	0
13. Emergency Preparedness				
13.1	Does the Contractor have an Emergency Response Plan?		11.2.1	
13.2	Does the Emergency Response Plan adequately address environmental emergencies?		11.2.1	
13.3	Are records of environmental emergency mock drills available on file?		EBP	
			Total	0
TOTAL SCORE			0%	

Legend:

- Full Compliance = 10
- Partial Compliance = 5
- Non-Compliance = 0
- NA - Not applicable (Not included in the computation)
- EBP - Best Practice

SUMMARY	Target Weighted (%)	Actual Weighted Score (%)
1. EMS Audit Follow up	8%	
2. Policy	4%	
3. Legal & Other Reqmnts	3%	
4. Objectives & Traget	4%	
5. Environmental Personnel	6%	
6. Environmental Training	8%	
7. Environmental Documents	6%	
8.1 Waste Management	8%	
8.2 Resource Consumption	6%	
8.3 Maintenance Records	4%	
9.1 Dewatering Monitoring	8%	
9.2 Noise Monitoring	4%	
10. Monthly Env Reports	8%	
11. Contractor Env Inspections	6%	
12. Environmental Incidents	8%	
13. Environmental Emergencies	8%	
TOTAL	100%	0%