

Table Man-6.1: EMP compliance checklist

	EMP Element	Location in EMP
1	EAP (Environmental Assessment Practitioner) Provides information to the credibility and expertise of the EAP to prepare an EMP.	
1.1	<i>Details of the EAP</i>	
	<i>Have details of the EAP been provided?</i>	
1.2	<i>EAP Registration</i>	
	<i>Is the EAP registered with the relevant Registration Authority in terms of Section 24H of the National Environmental Management Amendment Act (NEMA), Act 107 of 1998?</i> <i>OR</i> <i>Until such a Registration Authority is established, is the EAP registered with either the Interim Certification Board (ICB) of the Environmental Assessment Practitioners Association of South Africa (EAPSA) or with the SACNASP (SA Council for Natural Scientific Professionals)?</i>	
2	Background Provides an overview of the project which provides a foundation for understanding the project	
2.1	<i>Introduction</i>	
	<i>Are details of the proponent responsible for the EMP provided?</i>	
	<i>Has the purpose of the EMP been stated? (e.g. EMP developed as part of an EIA process but also seeks to fulfil the requirements of the GBCSA certification process)</i>	
2.2	<i>Project Description</i>	
	<i>Has a brief description of the project been provided?</i>	
	<i>Is a brief description of the affected environment (biophysical, social and economic) provided? (Reference to EIA reports may be made if relevant)</i>	
	<i>Are potential areas of sensitivity onsite or adjacent to the site (including wetlands, rivers etc.) identified?</i>	
	<i>Is a map of the site included?</i>	
2.3	<i>EMP Context</i>	
	<i>Have the boundaries of the EMP been described (i.e. timeline and phases of the project to which applies i.e. planning and design, pre-construction and construction, operations etc.)?</i>	
2.4	<i>EMP Objectives</i>	
	<i>Have EMP objectives been clearly stated (i.e. to ensure environmental performance and reduce environmental risk etc.)?</i>	
2.5	<i>Environmental Policy</i>	
	<i>Have the proponent's environmental management policies and commitments that apply to the EMP been described?</i>	

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3	Environmental Management Provides the context for the environmental commitments (legislated and or company commitments.)															
3.1	<i>Environmental Management Structure and Responsibility</i> <i>Has an organisational structure including the description of roles and responsibilities been specified for implementing the EMP?</i>															
3.2	<i>Approval and Licensing Requirements</i> <i>Does the EMP identify the project's regulatory framework including a list of licenses, approvals or permits required to be obtained under the legislation? (copies of these must be included as an Appendix)</i>															
3.3	<i>Reporting</i> <i>Does the EMP describe a system of reporting which includes; a description of a typical report; document control procedures, system for documenting environmental training, and frequency of report?</i>															
3.4	<i>Environmental Training</i> <i>Does the EMP specify the program for employees to undergo environmental awareness training as well as training with regards to their responsibilities under the EMP?</i>															
3.5	<i>Emergency Contacts and Response</i> <i>Does the EMP nominate a contact person including 24 hour details for emergencies, who has the authority to stop or direct works?</i> <i>Does the EMP include procedures for emergency response?</i>															
4	Implementation This section provides the bulk of the document and aside from section 4.4 can be quite easily tabulated for ease of representation and site guidance. E.g. of table format is as follows:															
	<table border="1"> <thead> <tr> <th>Project activity</th> <th>Potential environmental impact</th> <th>Risk category</th> <th>Environmental control</th> <th>Environmental Control implementation</th> <th>Responsibility</th> <th>Frequency of monitoring</th> </tr> </thead> <tbody> <tr> <td>Plant maintenance</td> <td>Contamination of soil due to fuel and oil leakage</td> <td>medium</td> <td>Dedicated plant maintenance areas with efficient drainage channels into municipal effluent systems.</td> <td>Once-off</td> <td>Site manager</td> <td>Weekly</td> </tr> </tbody> </table>	Project activity	Potential environmental impact	Risk category	Environmental control	Environmental Control implementation	Responsibility	Frequency of monitoring	Plant maintenance	Contamination of soil due to fuel and oil leakage	medium	Dedicated plant maintenance areas with efficient drainage channels into municipal effluent systems.	Once-off	Site manager	Weekly	
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4.1	<i>Risk Assessment</i> <i>Is a list of activities to be carried out (this must include activities undertaken onsite by subcontractors or suppliers) included?</i> <i>Does the EMP identify the actual and potential impacts associated with each activity?</i> <i>Does the EMP categorise the risk in terms of significance?</i>															
4.2	<i>Environmental Management Activities and Control</i> <i>Does the EMP specify all the environmental management activities, mitigation and control measures that will be used to prevent or minimise the environmental impacts?</i> <i>Does the EMP assign responsibility for control measures to specific personnel and provide timeframes for their implementation?</i>															

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4.4	<i>Environmental Schedules</i>	
	<i>Does the EMP provide schedules, registers, forms etc. which will be used as for the day-to-day environmental management of the site. These will include but not be limited to: Site inspection checklist, Environmental incident register, Environmental training register, Complaints report, Non-compliance and corrective action report etc.?</i>	
4.5	<i>Contractor responsibilities</i>	
	<i>Have the EMP requirements been formally transferred (e.g. included in tender documents) to the contractor and sub-contractors?</i>	
5	Monitoring and Review Provides a methodology for a system of ensuring that the EMP is being implemented as intended, as well as remains relevant to site activities.	
5.1	<i>Environmental Auditing</i>	
	<i>Does the EMP describe the programme and procedure for periodic auditing, covering both internal and external auditing?</i>	
5.2	<i>Corrective Action</i>	
	<i>Does the EMP define procedures for non-compliance and corrective actions as well as stipulate a responsible individual for investigating and non-compliance, taking action and completing corrective and preventative action?</i>	
5.3	<i>EMP Review</i>	
	<i>Does the EMP describe the responsible individual and frequency of EMP review?</i>	
	<i>Does the EMP plan for informing site/project team of changes?</i>	