



# Environmental Instruction

Doc Number: EMS – IERC  
Version: 1.0  
Last Modified: 05/03/2018  
Department Internal

## Initial Environmental Review Checklist

### Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By



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Interviewee : \_\_\_\_\_ Date of visit : \_\_\_\_\_

Prepared by : \_\_\_\_\_

1) General Information

a) **Organisation Structure (Department personnel and structure chart)**

<u>Question</u>	<u>Comments</u>
b) <b><u>Current activities / processes / products</u></b>	(List activities or provide process flow)
c) <b><u>No. of employees</u></b>	
d) <b><u>Environmental coordinator</u></b>	
e) <b><u>Type of facilities</u></b>	<b><u>(Office / lab / workshop / warehouse / others)</u></b>
f) <b><u>Type of plant(s) / machinery</u></b>	<b><u>(List of plant / machinery utilised)</u></b>
g) <b><u>Types of goods provided by major suppliers</u></b>	<b><u>(List of major suppliers and their product type)</u></b>
h) <b><u>Types of services provided by major contractors</u></b>	<b><u>(List of major contractors and their product type)</u></b>
i) <b><u>Any future activities / services</u></b>	

2) **Materials and Energy Usage and Control**

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<u>Question</u>	<u>Comments</u>
a) <u>Major materials consumed and quantities</u>	<u>(Material inventory / Purchasing record)</u>
b) <u>Materials purchasing policy</u>	
c) <u>Materials usage control and/or recycling practices</u>	
d) <u>Water consumption</u>	
e) <u>Major water usage group (s)</u>	
f) <u>Any water treatment facilities</u>	
g) <u>Water control policy or conservation measure</u>	
h) <u>Electricity consumption</u>	
i) <u>Major electricity usage group(s)</u>	
j) <u>Electricity conservation measures</u>	
k) <u>Type of fuel consumed and quantity</u>	
l) <u>Major fuel usage group(s)</u>	
m) <u>Fuel conservation measures</u>	
n) Other material conservation policy / measures	

### 3) Materials Storage and Handling

<u>Question</u>	<u>Comments</u>
a) <u>Types and quantity of materials stored</u>	<u>(List of chemicals)</u>
b) <u>Specifications (e.g. MSDS)</u>	
c) <u>Material inventory control</u>	<u>(Inventory control procedure)</u>
d) <u>Expired / off-specification products records</u>	
e) <u>Spill / leakage record, time</u>	
f) <u>Spill kits / tools</u>	

### 4) Wastewater Management

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<u>Question</u>	<u>Comments</u>
a) <u>Wastewater sources</u>	
b) <u>Characteristics of wastewater</u>	<b><u>(Wastewater analysis reports)</u></b>
c) <u>Wastewater treatment method</u>	<b><u>(Any treatment process flow diagram and system operating manuals)</u></b>
d) <u>Wastewater recycling / reuse / minimization measures</u>	
e) <u>Wastewater discharges to</u>	<b><u>(Layout indicated with discharge points)</u></b>
f) <u>Relevant discharge licenses and regulatory requirements</u>	
g) <u>Records of wastewater discharges</u>	

## 5) Air Emission Management

<u>Question</u>	<u>Comments</u>
a) <u>Air emission sources</u>	
b) <u>Characteristics of air emissions</u>	<b><u>(Air emission analysis reports)</u></b>
c) <u>Air pollution control method</u>	<b><u>(Any treatment process flow diagram and system operating manuals)</u></b>
d) <u>Air emission minimization measures</u>	
e) <u>Air emission releases to</u>	
f) <u>Relevant environmental legislation and requirements / licenses</u>	
g) <u>Records of air emission</u>	

## 6) Chemical Waste Management

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<u>Question</u>	<u>Comments</u>
a) <u>Chemical waste sources</u>	
b) <u>Characteristics of chemical waste</u>	<b><u>(List of type of chemical wastes)</u></b>
c) <u>Chemical waste handling / treatment method</u>	<b><u>(Any treatment process flow diagram and system operating manuals or List of waste collectors)</u></b>
d) <u>Chemical waste recycling / minimization measures</u>	
e) <u>Chemical waste disposal</u>	
f) <u>Relevant disposal licenses and regulatory requirements</u>	
g) <u>Records of chemical waste disposal</u>	

## 7) Solid Waste Management

<u>Question</u>	<u>Comments</u>
a) <u>Major types of solid waste</u>	
b) <u>Generation quantity</u>	
c) <u>Waste disposal method</u>	<b><u>(List of waste collectors if on-site disposal)</u></b>
d) <u>Waste reduction / recycling measures</u>	
e) <u>Relevant regulatory requirements on waste disposal / licenses</u>	
f) <u>Record of solid waste disposal</u>	

## 8) Noise and Other Waste Management

<u>Question</u>	<u>Comments</u>
a) <u>Noise sources and noise level</u>	<u>(Noise analysis reports)</u>
b) <u>Noise control method</u>	<u>(Any noise control process flow diagram and system operating manuals)</u>
c) <u>Noise control regulations / standards</u>	
d) <u>Radioactive waste sources</u>	
e) <u>Types of radioactive waste and quantity</u>	
f) <u>Regulatory requirements / licenses</u>	

## 9) Environmental Incidents / Accidents

<u>Question</u>	<u>Comments</u>
a) <u>Nonconformity (e.g. material leakage, complaint, warning, non-compliance record)</u>	
b) <u>Date and time of occurrence</u>	
c) <u>Causes of nonconformity</u>	
d) <u>Corrective action</u>	

## 10) Environmental Training

<u>Question</u>	<u>Comments</u>
a) <u>Existing environmental training programmes (name, time, target staff)</u>	
b) Future training plan	

## 11) Environmental Audit

<u>Question</u>	<u>Comments</u>
a) <u>Any environmental audit conducted</u>	
b) Auditing scope, location	
c) Auditor / auditing firm	

## 12) Supplier and Contractor Consideration



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<u>Question</u>	<u>Comments</u>
a) <b><u>List of major suppliers and contractors</u></b>	
b) Environmental assessment of suppliers and contractors on their products or services	
c) Selection criteria for suppliers / contractors	

## 13) EMS Requirement

<u>Question</u>	<u>Comments</u>
a) <u>Environmental Policy</u>	
b) <u>Legal and Other Requirements</u>	<u>(Relevant environmental regulations / requirements)</u>
c) <u>Environmental Aspects</u>	
d) <u>Objectives, Targets and Programmes</u>	
e) <u>Resources, Roles, Responsibility and Authority</u>	
f) <u>Competence, Training and Awareness</u>	
g) <u>Communication</u>	
h) <u>Documentation</u>	
i) <u>Control of Documents</u>	
j) <u>Operational Control</u>	<u>(Company operating procedures, Work Instruction)</u>
k) <u>Emergency Preparedness and Response</u>	
i) <u>Existing emergency plans and procedures for dealing with environmental incidents (e.g. accidental emissions, discharge, leakage...etc.)</u>	
ii) <u>Relevant guidance documents / guidelines</u>	
iii) <u>Type of drills conducted, records</u>	
l) <u>Monitoring and Measurement</u>	
m) <u>Evaluation of Compliance</u>	
n) <u>Nonconformity and Preventive Action and Corrective Action</u>	
o) <u>Control of Records</u>	
p) <u>Internal Audit</u>	<u>(Environmental audit reports)</u>
q) <u>Management Review</u>	
r) <u>Environmental Initiatives</u>	