

Generic Environment checklist

Audit site				
Activities undertaken on site				
Auditor				
Entry meeting	Date	Time		
Present				
Exit meeting	Date	Time		
Present				
Recent audits (reasons and dates)				
		Compliant	Non-compliant	N/A
A	Policy & Administration			
A.1	Is there an Environmental Policy that covers this site?			
A.2	Does this policy adequately reflect the all activities on site?			
A.3	Is this Environmental Policy displayed in a conspicuous position?			
A.4	Is a senior person responsible for environmental management on site?			
A.5	Is there an Environmental Management Plan for the site?			
A.6	Are all employees aware of their responsibilities under the Environmental Management Plan?			
A.7	Is there an emergency plan for this site?			
A.8	Are all employees trained in emergency response in the event of an environmental incident?			
A.9	Are site maps available for: <ul style="list-style-type: none"> • Building layout • Sewerage • Storm water • Power lines • Gas pipes • Water pipes • Streams and drains • Bulk and Hazardous Substance storage • Underground storages 			
A.10	Is the company represented at airport environment meetings?			
A.11	Is there a program for Environmental Hazard Management?			
A.12	Are there records of power fuel and water consumption monitoring?			
A.13	Are environmental incidents investigated?			
A.14	Are environmental audit reports documented?			

B Waste water				
B.1	Is aircraft wash water directed to the sewers as approved in a trade waste agreement?			
B.2	Is potable water tank flush water disposed of to sewers as trade waste or recycled?			
B.3	Is aircraft engine wash water directed to the sewers as approved trade waste?			
B.4	Are cleaning liquids stored on banded pallets or similar?			
B.5	Are there Trade Waste Agreements in place?			
B.6	Is there regular inspection and sampling of trade waste?			
B.7	Are interceptor chambers cleaned regularly?			
C Aircraft Toilet Maintenance				
C.1	Dedicated spill kits are available			
C.2	Established procedures are used to minimise the risk of spillage during toilet maintenance			
D Defuelling				
D.1	Established procedures are used to minimise the risk of spillage during defuelling			
D.2	Receiving containers have flame proof fillers			
D.3	Receiving containers are clearly marked with the contents and DG label			
E Hazardous Substances				
E.1	MSDS are available for all products			
E.2	Products are segregated according to DG Class			
E.3	Class 3 DGs are stored on Flammable lockers			
E.4	A manifest is available of all products stored on site			
E.5	Are regular inventory audits carried out on underground storages			
E.6	All minor spills are cleaned up			
E.7	Oily rags are disposed of a prescribed waste			
E.8	Storage areas are banded where appropriate			
E.9	Are licences or permits required to store certain products?			
F Waste Storage				
F.1	Are waste bins and containers neat and appropriate			
F.2	Are waste bin lids closed			
F.3	Are waste materials recycled or reused where practical? <ul style="list-style-type: none"> • Paper and board • Metals • Oils 			

	<ul style="list-style-type: none"> • Plastics • Plastic wrap • Wood • Fluorescent light tubes • Batteries • Timber pallets 			
F.4	Is the worksite tidy and free from waste and surplus materials?			
F.5	Are there procedures in place for the disposal of biohazards (inc sharps)?			
F.6	Are there potential FOD hazards?			
F.7	All storages areas are sealed to prevent leaching of products onto the soil			
F.8	Storage areas are bunded where appropriate			
G Administration offices and amenities				
G.1	Is the area generally neat and tidy?			
G.2	Have opportunities to reduce water/energy/waste been identified?			
H Site				
H.1	Are boundary fences and walls secure?			
H.2	Are pest plants and animals managed?			
I Spill Control & cleanup				
I.1	Are appropriate spill kits available for the potential risks onsite? <ul style="list-style-type: none"> • Hydrophobic – Hydrocarbons • Hydrophilic – Water soluble products & toilet maintenance • Chemical – Corrosive products 			
I.2	Spill kits are regularly inspected and restocked			
I.3	Have staff received basic training in spill procedures and the use of spill kits?			
I.4	Are procedures provided at each spill kit station?			
J Energy Conservation				
J.1	Is there scope for improved water consumption efficiencies through improved energy use practices?			
J.2	Is there scope for improved water consumption efficiencies through improved electrical fittings fittings?			
K Water Conservation				
K.1	Is there scope for improved water consumption efficiencies through improved water use practices?			
K.2	Is there scope for improved water consumption efficiencies through improved plumbing fittings?			

