Environmental Inspection Procedure

Procedure Number: EMF-13-PR-0002 Environmental Inspection Procedure
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1 Who is this document for?

All Ongoing / Temporary/ Seconded/Casual staff of TfNSW	**YES**
Transport Service Senior Managers and Executives	**YES**
Labour Hire, Consultants and Professional Service Contractors	**YES**
Delivery Partners / Contractors	**YES**

2 Purpose and Scope

This Procedure supports the Transport for NSW (TfNSW) Environment and Sustainability Policy. The purpose of this procedure is to describe how environmental inspections should be undertaken to assist TfNSW sites identify environmental issues and manage environmental risks in order to comply with relevant environment requirements, legislation and contractual requirements.

The Procedure can be used for all TfNSW activities where environmental risks are present. This includes (but is not limited to):

- Temporary activities, such as preliminary investigations (e.g. geotechnical and environmental surveys) and the construction and maintenance of TfNSW assets
- Activities at TfNSW properties and facilities (e.g. works or maintenance depots)
- Activities undertaken by contractors on behalf of TfNSW.

This procedure does NOT cover environmental inspections relating to operating agencies embedded within TfNSW, such as Sydney Metro. At the time of release of the Procedure, there was a Corporate Functions Review underway, which sought to incorporate Sydney Trains and NSW TrainLink into TfNSW. The single operating model may involve the future amalgamation of environmental inspection procedures. Regardless, it is noted that all agencies provide their inspection data to Environment and Sustainability (E&S) Branch for the purposes of cluster reporting.

For the purpose of this procedure, the term “environmental risk” is used to describe a future event that could happen resulting in an unapproved or uncontrolled environmental impact (e.g. environmental incident). The risk may happen or it may not, and the chance of the risk happening can be reduced by implementation of appropriate controls in accordance with environmental requirements.

An “environmental issue” exists when the required controls are not implemented. An issue can be thought of as a problem. They are indicators that there may be an increasing likelihood of a risk event happening (e.g. incident) as they identify the gap between the current state of controls and the required state.

3 Objectives

The objectives of this Procedure, and the associated environmental inspections, are to:

- detail the requirements for environmental inspections as required by TfNSW contract documents, including:
    - the identification and communication of environmental issues that need to be addressed
    - assigning the level of environmental risk for each inspection issue
    - determining the 'traffic light' overall environmental performance status of a site
- provide a consistent format for engagement with site teams, cooperative site inspections, collaborative closeout of issues and management of environmental risks
- be a lead indicator for the early identification of environmental risks and to prevent environmental incidents and breaches of environmental requirements
- demonstrate TfNSW due diligence in the identification and management of environmental risks
- assist in maintaining the positive reputation that TfNSW holds with public and private sector stakeholders, including regulators
- gather information on the environmental performance of TfNSW and its contractors and to use this data to assist with ongoing environmental performance improvement.

4 Requirements

4.1 Environmental inspection framework

Environmental inspections should identify any environmental issues that relate to the existing environmental requirements of the site being inspected. These environmental requirements may include (but are not limited too):

- Environmental requirements as detailed in an Environmental Management Plan (EMP)
- Environmental requirements from an Environmental Assessment (e.g. Review of Environmental Factors or Environmental Impact Statement)
- Conditions of Approval issued by a regulator such as NSW Department of Planning, Industry and Environment or Australian Department of Agriculture, Water and the Environment
- Environment Protection Licence (EPL) conditions
- Contractual requirements
- Environmental legislation requirements
- Sustainability requirements (e.g. ISCA requirements).

Any issues raised during an environmental inspection (see Section 4.4) should be related back to an existing environmental requirement.

4.2 Environmental inspection frequency

The inspection frequency for a given site should be based on risk. The risk profile of a site can change over time. Examples of considerations when determining inspection frequency may include (but are not limited to):

- Scale and complexity of the project or site
- Construction phase and work activities
- Environmental resources and support
- Experience of the team performing the work and recent environmental performance.

For large, complex and high risk sites, in general it is appropriate that inspections are undertaken fortnightly, and sometimes weekly during high risk activities or conditions. For large linear construction projects it is often impossible to inspect all areas of a site in a single inspection, so each inspection might focus on high risk areas, or alternate between areas for each inspection.

For small, low risk and/or short duration sites, it might be appropriate to inspect the site much less frequently, or even just once following the commencement of construction / operations, to ensure that all required environmental controls are in place.

Whatever the frequency, it should be clearly discussed and agreed with the site team, and confirmed in writing, so that appropriate resources can be made available (see section 4.3.2). It is good practice to set a forward program of inspection dates to assist site teams in managing competing priorities.

It may be necessary to undertake non-routine environmental inspections from time to time when it is warranted due to environmental risk or identified poor environmental performance. These non-routine inspections should be scheduled in consultation with the TfNSW project / site manager.

4.3 Environmental inspection process

4.3.1 Preparing for an environmental inspection

TfNSW environment staff should be well prepared for an inspection to ensure its value is maximised and the investment in time from attendees is well spent. Key steps to prepare for an inspection are:

- Identify any induction / WHS requirements that apply to the site;
- Review all relevant documents (eg EMP, contract documents) to clearly understand the environmental requirements of the site;
- Review the previous environmental inspection report;
- Understand the current activities taking place, and the associated environmental risks;
- Understand upcoming activities, and the associated environmental risks, so that required planning can be discussed during the inspection;
- Review weather forecast and recent weather observations
- Confirm the time, meeting point and attendees (see section 4.3.2) for the inspection.

4.3.2 Attendees

Attendees for an environmental inspection will vary depending on the nature, scale and complexity of the site being inspected. However, it is advisable to have the following attendees as a minimum:

- TfNSW environment officer
- Contractor environment site representative/s (where relevant)
- Site supervisor / manager for fixed premise sites

- Construction representative for construction / maintenance projects. This could be a representative for the entire site who attends the whole inspection, or could be a different representative for different sections of the site (e.g. foreman). Construction input ensures that constructability and scheduling issues can be considered when environmental issues or risks are identified and the required environmental outcomes are discussed.

Other attendees that can be considered for inclusion in environmental inspections are the:

- Project Managers (both TfNSW and contractor)
- TfNSW Environment Manager
- TfNSW Surveillance Officer, as they can assist with monitoring implementation of controls to address the environmental issues identified through inspections
- Independent Environmental Representative engaged for the project
- Specialists (eg- soil conservationist, ecologist), where one is engaged for a construction project
- TfNSW Work Health and Safety representative, who may wish to combine WHS inspections with environmental inspections to streamline resourcing requirements.

4.3.3 Environmental inspection format

Table 4.3.3: Environmental inspection format

Step	Detail
Opening meeting	The opening meeting is important to set the scene for the site inspection ahead. All inspection attendees should be present, but there is also the opportunity for management staff to attend, who may not have time to attend the site visit. The opening meeting should discuss: • Weather forecast and recent weather conditions • Close out of the previous inspection report • Outstanding actions (e.g. from an environmental incident) • Current activities and environmental risks on site • Upcoming activities and environmental risks, and planning that is taking place to manage these risks • Locations to be visited during the site visit • Work Health and Safety issues that should be considered during the site visit • Community complaints

Table 4.3.3: Environmental inspection format	
Step	**Detail**
Site visit	The site visit should include all of the areas agreed during the opening meeting. Additional locations may be visited based on observations during the site visit. The site visit should identify both environmental issues and positive environmental observations that will be included in the Environmental Inspection Report (see section 4.4.6). Key considerations for the site visit include: • Ensure all attendees stay together as a group, so that everyone benefits from any conversation about an issue and to improve the efficiency of movement around site • For each identified environmental issue, ensure that all discussions about the issue are completed while on-site at the location, including the: o environmental requirement to which the issue relates (see section 4.1) o required outcome to address the issue (see section 4.4.1) o level of risk that will be allocated to the issue (see section 4.4.2) o closeout timeframe to achieve the required outcome (see section 4.4.3) The site team are encouraged to retain their own notes during the inspection so that actions can be communicated in a timely manner following the inspection to address any observed issues.
Closing meeting	The closing meeting should be a summary of what was discussed during the opening meeting and site visit – no new environmental issues should be introduced. It may be beneficial for the TfNSW environment representative undertaking the inspection to take some time between the site visit and closing meeting to consolidate the outcomes of the opening meeting and site visit in order to give a clear and concise summary at the closing meeting. Key items for discussion include: • Each environmental issue that will be included in the environmental inspection report, including the: o environmental requirement to which the issue relates (see section 4.1) o required outcome to address the issue (see section 4.4.1) o level of risk allocated to each issue (see section 4.4.2) o agreed closeout timeframe to achieve the required outcome (see section 4.4.3) • The overall traffic light outcome of the environmental inspection (see section 4.4.5) Confirming details for the next environmental inspection

4.4 Reporting environmental inspection findings

TfNSW environment officers who undertake environmental inspections must describe their findings in an Environmental Inspection Report, as detailed in sections 4.4.1 – 4.4.6 below.

4.4.1 Describing environmental issues

An “environmental issue” exists when the required controls are not implemented. They are indicators that there may be an increasing likelihood of a risk event happening (e.g. incident), unless controls are put in place, as they identify the gap between the current state of controls and the required state.

It is critical that identified environmental issues are described clearly and consistently, to ensure that site teams understand the level of risk and required outcome, and that the time and resources invested in closing out the issues will achieve the desired outcomes.

Photos of the site taken during an inspection are a useful tool that can be attached to inspection reports to objectively illustrate issues and can be used as a reference point by the site team.

4.4.1.1 Structure of issue descriptions

There are three key elements that should be used to describe identified environmental issues, as detailed in Table 4.4.1.1.

Table 4.4.1.1: Structure of issue descriptions

Element	Content to include	Example issue description
Describe the issue	Describe the specific environmental issue and the environmental requirement to which it relates.	There is no erosion control on the batter and there is a risk of sediment being mobilised into the clean water drain during rainfall. Erosion and sediment controls must be installed in accordance with the Blue Book and the Erosion and Sediment Control Plan (ESCP).
Describe the required outcome	Describe the required outcome to address the identified environmental issue and the environmental requirement/s to which it relates. It is essential not to be prescriptive in how the outcome should be achieved, as it could be taken as an instruction to a contractor and/or inhibit innovation or alternative solutions.	Install erosion control on the batter in accordance with the current ESCP and Blue Book, to ensure sediment is not mobilised into the clean water drain below.
Provide an example of a solution	If there are few options as to how the outcome could be achieved, or if the contractor is unsure how to achieve the required outcome, it may be appropriate to provide an example of a possible solution. If an example is used, it is essential to explicitly qualify it as an example (eg “An example includes…….”).	An example of an appropriate erosion control would include geotextile fabric or soil binder.

[a] *For activities delivered internally by TfNSW (eg- regional road maintenance), the TfNSW Environment Officer undertaking the inspection is also the environment resource providing advice to the site. In these instances, it may be appropriate for the Environment Officer to provide a prescriptive solution to any identified issues.*

4.4.1.2 Grouping environmental issues

Environmental inspections should not aim to provide an exhaustive list of environmental issues as this creates an unnecessary administrative burden for teams to address. As such, it is often appropriate to group identified environmental issues in the environmental inspection report, rather than describe them all individually. There are various ways in which this could be done, but two common methods are described in Table 4.4.1.2, below.

Table 4.4.1.2: Grouping environmental issues

Grouping method	Description	Example
Issue type	Where the same issue is identified in various locations across the site and the required outcome is consistent in all instances.	Concrete washout bays across the site are full and there is a risk of high pH runoff overflowing and entering site drainage lines. Maintain all concrete washout bays in accordance with project CEMP requirements to ensure there is adequate capacity to contain concrete washout water.
Location	Where there are various issues identified in one location, and the required outcome to address them all can be succinctly described.	Erosion and sediment controls are not in place in the compound area, and there is a risk of sediment being mobilised and washed off-site. Install erosion and sediment controls in the compound area in accordance with the current ESCP.

4.4.1.3 Comments

Environmental inspections provide an opportunity to record general comments for current or future reference, without the need for any close-out action by the site team. There are two common situations where a comment can be used, as described in Table 4.4.1.3.

Table 4.4.1.3: Recording comments in environmental inspection reports

Comment type	Description
Actions in progress or proposed actions to address environmental risks	The ideal finding during an environmental inspection is that the **site** team have identified environmental risks, and either put in place or planned actions to address these risks. In some cases it may be beneficial to record a comment about the actions in progress or proposed actions to address key environmental risks, and their expected completion date. These actions can then be referred to in future environmental inspection reports, if they have not been completed as planned.

Table 4.4.1.3: Recording comments in environmental inspection reports	
Comment type	**Description**
Positive observations	There are many positive environmental outcomes achieved on TfNSW sites as a matter of course and it would be impossible and impractical to record them all. However, inspection reports should record positive observations when sites: • demonstrate innovation; • implement unplanned or proactive actions to avoid environmental risk; • demonstrate a high level of environmental performance across the site.

4.4.2 Allocating the level of risk

Each issue identified during an environmental inspection should be allocated a risk level. The risk level should be used to prioritise actions and inform the timeframe for close-out that is agreed with the site team (see Section 4.4.3). Each issue should be assessed on its merits and assigned a risk level that is independent of any other issues identified on site.

The highest risk level identified during the inspection will also directly and objectively determine the overall 'traffic light' (see Section 4.4.5) that is assigned to the environmental inspection, so it is essential that each risk level is carefully considered.

The risk level of an issue is determined with the TfNSW Enterprise Risk Framework (reproduced in Table 4.4.2), using the following process:

i. Determine the environmental consequence if a risk event associated with the issue was to occur (e.g. uncontrolled sediment leaves site - incident), using the definitions along the top of the table
ii. Determine the likelihood that the risk event associated with the issue will occur (e.g. incident), using the definitions down the left hand side of the table
iii. Determine the risk level of the issue in the matrix based on the consequence and likelihood.

Note the allocation of a risk level does not remove the responsibility of the person delivering the work to ensure they comply with all contractual and legislative requirements.

Table 4.4.2: Risk Matrix								
		Consequence →	**Insignificant**	**Minor**	**Moderate**	**Major**	**Severe**	**Catastrophic**
			C6	**C5**	**C4**	**C3**	**C2**	**C1**
Likelihood ↓			No appreciable changes to environment.	Change from existing conditions that can be rectified immediately (< 1 day) with available resources.	Short-term (< 1 year) and/or well-contained environmental impact. Minor remedial actions probably required.	Short to medium term (between 1 and <5 years) environmental impact. Considerable remedial actions probably required.	Medium-term (>5 years) environmental impact. Extensive remedial actions probably required.	Long-term (>10 years) large-scale environmental impact. Extensive and ongoing remedial actions probably required.
Almost Certain	**L1**	Expected to occur frequently during time of activity or project. There is a very strong chance of this risk occurring. History shows that it is something that occurs frequently.	Low	Medium	High	Very High	Very High	Very High
Very Likely	**L2**	Expected to occur occasionally during time of activity or project. There is a good chance of this risk occurring. History shows that the risk occurs unacceptably too often.	Low	Medium	High	High	Very High	Very High
Likely	**L3**	More likely to occur than not occur during time of activity or project. There is a chance of this risk occurring in the current period. History shows that the risk has occurred on a number of occasions.	Low	Medium	Medium	High	High	Very High
Unlikely	**L4**	More likely not to occur than occur during time of activity or project. There is a chance of this risk occurring but not very often. History shows that this risk does happen but not very frequently.	Low	Low	Medium	Medium	High	High
Very Unlikely	**L5**	Not expected to occur during the time of activity or project. There is only an unusual chance of this risk occurring. History shows that this risk rarely happens, usually under unusual circumstances.	Low	Low	Low	Medium	Medium	High
Almost Unprecedented	**L6**	Not expected to ever occur during time of activity or project. There is very little or no real chance of this risk occurring. History shows that this risk hardly ever happens, if at all.	Low	Low	Low	Low	Medium	Medium

4.4.3 Issue close-out timeframe

The close-out timeframe for each identified issue should be agreed on site between the TfNSW Environment Officer and the site team. The agreed timeframe should ensure that the issue and associated risk will be adequately addressed so that the risk is not realised (e.g. result in an incident). In cases where the risk is unlikely to be realised for a period of time (e.g. an erosion and sediment control issue where no rainfall is forecast for a week), it may be appropriate to agree on a long close-out timeframe, even for identified high consequence issues. This flexible approach can potentially allow the resolution of environmental risks to be better integrated with other site processes, resulting in efficiencies and better environmental outcomes.

Note whilst proactive close-out of an issue during an inspection is encouraged, the risk level assigned to the issue identified during the inspection should not be downgraded even if corrective actions are initiated or completed during the inspection.

Table 4.4.3 below outlines suggested timeframes that could be included in an inspection report for issue close-out, noting these are general and the timeframe should be assessed on a case by case basis.

Table 4.4.3: Suggested timeframes for issue close-out

Issue risk level	Suggested closeout timeframe
Low	Within 5 working days
Medium	Within 3 working days
High	Within 24 hours
Very High	**A**ddressed straight away and closed out on the day of inspection.

4.4.4 Repeat environmental issues

When environmental issues are identified during an inspection that have also been identified at previous inspections, there may be a systematic problem that needs to be addressed via contractual mechanisms. As such, these issues should be noted as ‘repeat issues’ on environmental inspection reports (see section 4.4.6) as evidence to support any contractual mechanisms that are used. The description of the repeat environmental issue should reference the date of the previous inspection report/s where the issue was identified (this may not be the last inspection).

Repeat environmental issues can relate to:

- a specific area of site with absent or insufficient environmental controls;
- a specific environmental control that is absent or insufficient in various areas of site.

Note that issues from a previous inspection, which are deemed by the TfNSW Environment Officer to have not been satisfactorily progressed, are a criteria when determining the inspection ‘traffic light’ status. This is outlined further in Section 4.4.6.

4.4.5 Environmental incidents

During an inspection it is possible that an environmental incident or non-compliance (see definitions in Section 7) is identified. An environmental incident means a risk event has occurred and as a consequence, pollution or an environmental impact has or is occurring.

If an environmental incident or non-compliance is identified during an inspection, the reporting process within the TfNSW Environmental Incident Procedure should be followed.

The observations of the incident or non-compliance from the inspection should also be recorded in the inspection report as an “issue”, and the risk level assigned to the issue should be based on the likelihood and consequence of the incident or non-compliance continuing or recurring until adequate corrective and preventative actions are implemented in response to the event.

4.4.6 Assigning the environmental inspection ‘traffic light’

The environmental inspection traffic light is an indicator of the overall current risk exposure evidenced at the time of the inspection. It reflects:

- the level of risk associated with meeting site environmental requirements;
- how effectively identified environmental issues are being closed out.

The traffic light is objectively determined based on the highest risk issue that was identified during the environmental inspection, in accordance with Table 4.4.5 below.

Table 4.4.5: Traffic light status

Risk level	Definition
Green	Actions required to address: • low risk issues; or • issues from a previous inspection that were initially assessed as low risk and that have been satisfactorily progressed. OR • No action required.
Amber	Actions required to address: • medium risk issues; or • issues from a previous inspection that were initially assessed as low risk and that have not been satisfactorily progressed.
Red	Actions required to address: • high or very high risk issues; or • issues from a previous inspection that were initially assessed as either very high, high or medium risk and that have not been satisfactorily progressed.

4.4.7 Environmental inspection report

The findings from an environmental inspection (sections 4.4.1 – 4.4.5) should be consolidated into an environmental inspection report that is formally issued to the site team for their action (where necessary), within 2 days of the inspection. The inspection report should also be provided to the TfNSW project management team at the same time.

Inspection reports should be developed on:

- EMF-13-FO-0003 Environmental Inspection Report Form for rail and light rail sites, or
- the Environmental Performance System (EPS) or EMF-13-FO-0003 Environmental Inspection Report form for road and maritime sites.

4.5 Environmental inspection report close-out

The site team must describe how each individual issue has been closed out within agreed timeframes. Issue close-out requires the actual completion of the activity (eg- “hydromulch was applied to the batter on 15/1”), rather than a proposed future activity (eg- “hydromulch application is booked for 22/1”). The format which must be used to record and demonstrate closeout of inspection issues, and the timeframe for when the record must be provided by the site team to the TfNSW Environment Officer, will be determined by the TfNSW Environment Officer. As part of this, it is recommended that photos are provided by the site team as evidence of issue close-out.

If the site team is unable to close out an issue within the agreed timeframe, they must contact the TfNSW Environment Officer with reasons why it was not achieved and what actions are planned to achieve closeout and the expected timeframe.

TfNSW Environment Officers should pro-actively monitor close-out of issues to ensure they are addressed within agreed timeframes. This may also be conducted by members of the TfNSW project management team (e.g. Project Manager, Surveillance Officer) on a case by case basis, as agreed with the Environment Officer.

TfNSW Environment Officers will endorse the close-out of the inspection report once all individual issues are effectively closed out.

The TfNSW Environment Officer may consult with the TfNSW project management team and the relevant Environment Manager if environmental issues are not being effectively closed-out within a timely manner.

5 Accountabilities

Table 5 details the key accountabilities for implementing this Procedure.

Table 5: Key accountabilities

Position	Role
Environment Director	• Oversee compliance with the procedure
Environment reporting team	• Recording of Environmental Inspection outcomes • Monitor compliance with the Procedure • Reporting Environmental Inspection outcomes to internal clients and stakeholders
Project Managers	• Provide appropriate **site** team resources to attend Environmental Inspections in accordance with this Procedure • Provide appropriate resources to close-out inspection issues in accordance with this Procedure

Table 5: Key accountabilities	
Position	**Role**
Project / site team	• Participate in environmental inspections in accordance with the procedure • Closeout environmental issues in accordance with the procedure (and other project and legislative requirements)
TfNSW Surveillance Officer	• Provide support to the TfNSW project management team through monitoring contractor activities and closeout of environmental issues
TfNSW Environment Manager	• Actively promote compliance with this procedure at a program level. • Manage performance issues, compliance issues and environmental risks. • Advise TfNSW project management team on contractor performance and environmental risks.
TfNSW Environment Officer	• Actively promote compliance with this procedure at a site level. • Perform environmental inspections and evaluate risk. • Prepare and issue environmental inspection reports. • Monitor closeout of environmental issues. • Advise TfNSW project management team on contractor performance and environmental risks.

6 Related policy, systems and documents

The following systems and documents are available on agency intranets and the internet:

- Environmental Performance System or Environmental Inspection Report form for recording environmental inspections on road and maritime sites
- Environmental Site Inspection Report Template FT-307 for reporting environmental inspections on rail and light rail sites
- Transport cluster Environment and Sustainability Policy

7 Definitions and acronyms

All terminology in this Procedure is taken to mean the generally accepted or dictionary definition with the exception of the following terms which have a specifically defined meaning:

- **CEMP** - Contractor/Construction Environmental Management Plan
- **EIS** - Environmental Impact Statement
- **EMP** - Environmental Management Plan.
- **Environmental Issue** - a set of circumstances that has the potential to cause or lead to an environmental incident or non-compliance if not rectified.

- **Environmental Incident** - An environmental incident is an event or set of circumstances, as a consequence of which pollution (air, water, noise, or land) or an adverse environmental impact has occurred, is occurring, or is likely to occur. Adverse environmental impact includes contamination, harm to flora and fauna (either individual species or communities), damage to heritage items and adverse community impacts. An unexpected find that is not managed in accordance with relevant procedures / guidelines is also considered an environmental incident
- **Environment Manager** - consists of Environment Manager or Senior Manager Environment from Environment and Sustainability Branch
- **Environment Officer** - consists of Environment Officer and Environment and Planning Manager from Environment and Sustainability Branch
- **Environment Reporting Team** - consists of those in Environment and Sustainability Branch responsible for administering and maintaining the EnvOps mailbox and INX reporting system (for environment entries).
- **EPL** - Environmental Protection Licence
- **EPS** - (RMS) Environmental Performance System, used to capture environmental inspection outcomes and generate environmental inspection reports
- **ESCP** - Erosion and Sediment Control Plan
- **Non-compliance -** a failure to comply with any condition of approval, environmental assessment safeguard / mitigation measure, licence condition, permit or any other statutory approval relevant to the activity and/or area where the activity occurs
- **REF** - Review of Environmental Factors
- **RMS** - Roads and Maritime Services
- **Site team** – The team responsible for operational management of the site/activity (e.g. contractor, RMD)
- **SSI** - State Significant Infrastructure
- **TfNSW** - Transport for NSW (excludes the operating agencies: Sydney Trains; Sydney Metro; State Transit Authority; NSW TrainLink)
- **Transport Cluster** - all TfNSW divisions and operating agencies (includes the operating agencies: Sydney Trains; Sydney Metro; State Transit Authority; NSW TrainLink)
- **WHS** - Work, Health and Safety

8 Document control

8.1 Superseded documents

This Procedure replaces the following document/s:

- RMS Guidance Note: Environmental Inspection Report.

8.2 Document history

Date & Procedure No	Document owner	Approved by	Amendment notes
19/07/2021 EMF-13-PR-0002	Environment Manager Performance Improvement	Executive Director Environment and Sustainability	N/A

8.3 Feedback and help

For advice on using this Procedure please contact:

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