

**APPENDIX C Record Forms**

**ENVIRONMENTAL COMPLAINTS LOG**

Ref: \_\_\_\_\_

Log. Ref.	Date/Location	Complaint/Date of Contact	Details of Complaint	Investigation/Mitigation Action	File Closed

**Filed by Environmental Audit Team  
Leader:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



**Incident Report on Action Level or Limit Level Non-compliance**

<b>Project</b>
<b>Date</b>
<b>Time</b>
<b>Monitoring Location</b>
<b>Parameter</b>
<b>Action &amp; Limit Levels</b>
<b>Measured Level</b>
<b>Possible reason for Action or Limit Level Non-compliance</b>
<b>Actions taken / to be taken</b>
<b>Remarks / Other Observations</b>

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

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NOISE MONITORING FIELD DATA SHEET

Ref: \_\_\_\_\_

<b>Monitoring Location</b>		
<b>Description of Location</b>		
<b>Date of Monitoring</b>		
<b>Measurement Start Time (hh:mm)</b>		
<b>Measurement Time Length (min)</b>		
<b>Noise Meter Model/Identification</b>		
<b>Calibrator Model/Identification</b>		
<b>Measurement Results</b>	<b>L<sub>90</sub> [dB(A)]</b>	
	<b>L<sub>10</sub> [dB(A)]</b>	
	<b>L<sub>eq</sub> [dB(A)]</b>	
<b>On-Site Calibration</b>	<b>Initial [dB(A)]</b>	
	<b>Final [dB(A)]</b>	
<b>Major Construction Noise Source(s) During Monitoring</b>		
<b>Other Noise Source(s) During Monitoring</b>		
<b>Remarks</b>		

Name &amp; Designation

Signature

Date

Recorded by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AIR QUALITY MONITORING FIELD DATA SHEET

Ref: \_\_\_\_\_

<b>Monitoring Location</b>		
<b>Description of Location</b>		
<b>Date of Monitoring</b>		
<b>Weather Condition</b>		
<b>Site Condition</b>		
<b>Elapsed-time</b>	<b>Start (min.)</b>	
<b>Meter Reading</b>	<b>Stop (min.)</b>	
<b>Initial Flow Rate, Qsi</b>	<b>Pi (mmHg)</b>	
	<b>Ti (°C)</b>	
	<b>Hi (in.)</b>	
	<b>Qsi (Std. m<sup>3</sup>)</b>	
<b>Final Flow Rate, Qsi</b>	<b>Pi (mmHg)</b>	
	<b>Ti (°C)</b>	
	<b>Hi (in.)</b>	
	<b>Qsi (Std. m<sup>3</sup>)</b>	
<b>Filter Identification no.</b>		
<b>Initial Weight of Filter (g)</b>		
<b>Final Weight of Filter (g)</b>		
<b>Measured TSP Level (µg/m<sup>3</sup>)</b>		

Name &amp; Designation

Signature

Date

Recorded by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_