

Annex **B**

Indicative Proforma for EM&A Programme

Indicative Proforma for Construction Phase EM&A Programme

IMPLEMENTATION STATUS PROFORMA

Ref**	Environmental Protection Measures*	Implementation Status

* *All recommendations and requirements resulted during the Course of EIA/EA Process, including ACE and / or accepted public comment to the proposed project*

** *EIA Ref / EM&A Log Ref / Design Document Ref*

Signed by Environmental Team Leader:

Date: _____

Audited by Independent Environmental Checker:

Date: _____

SITE INSPECTION PROFORMA

Ref: _____

Date	Location	Req. Ref.*	Observation / Deficiency	Mitigation Action** (Responsible Agency)	Date*** of Confirmation

* EIA Ref / EM&A Log Ref / Design Document Ref / Environmental Protection Contract Clause
 ** Specific Environmental Mitigation Measures should be stated, such as, equipment, processes, systems, practices or technologies
 *** The required completion date to confirm the specified Environmental Protection Action

This Proforma is an Environmental Protection Instruction for:

Signed by Environmental Team Leader:

Date: _____

Copy to Independent Environmental Checker

Date: _____

REGULATORY COMPLIANCE PROFORMA

Ref: _____

Ref*	Environmental License / Permit*	Control Area / Facility / Location	Effective Date

* *Name of Applicant, Business Corporation, relevant regulation and remark of license / permit conditions*

** *File reference of the licensee / permittee*

Recorded by Environmental Team Leader:

Date: _____

Signed by Independent Environmental Checker :

Date: _____

COMPLAINT LOG

Ref: _____

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

Filed by Environmental Team Leader:

Date: _____

Proforma for Operational Phase EM&A Programme

IMPLEMENTATION STATUS PROFORMA

Ref: _____

Ref**	Environmental Protection Measures*	Implementation Status

* *All recommendations and requirements resulted during the Course of EIA/EA Process, including ACE and / or accepted public comment to the proposed project*

** *EIA Ref / EM&A Log Ref / Design Document Ref*

Signed by Environmental Team Leader:

Date: _____

Audited by Independent Environmental Checker :

Date: _____

REGULATORY COMPLIANCE PROFORMA

Ref*	Environmental License / Permit*	Control Area / Facility / Location	Effective Date

* *Name of Applicant, Business Corporation, relevant regulation and remark of license / permit conditions*

** *File reference of the licensee / permittee*

Recorded by Environmental Team Leader:

Date: _____

Signed by Independent Environmental Checker:

Date: _____

Sample Template for Interim Notifications of Environmental Quality Limits Exceedances

Incident Report on Action Level or Limit Level Non-compliance

Project	
Date	
Time	
Monitoring Location	
Parameter	
Action & Limit Levels	
Measured Level	
Possible reason for Action or Limit Level Non-compliance	
Actions taken / to be taken	
Remarks	

Prepared by : _____

Designation : _____

Signature : _____

Date: _____