

project check lists environmental management

use in conjunction with the
current specification
for environmental management

INTRODUCTION

It is difficult during a visit to a construction site to memorise all of the details that need to be checked and while the obvious ones stand out, many other items that should be checked are forgotten. Supervisors may get distracted or over extended due to time constraints and overlook items that may have more serious consequences later in the project.

These Check Lists provide a guide to the inspections that are required on site for a particular project. They are a précis of the full clauses in the project specification and can be referred back to the specification if the full text of the particular item is required. The Check Lists will remind you of virtually every potential problem in materials, workmanship and coordination between trades.

The Check Lists include a list of the Hold Points, Witness Points and Tests that are required to be signed off by the Supervisor on projects that include the Project Control section. The rest of the checks are simply dot points to jog the memory of the Supervisor.

Project specific checks may be added to the Check Lists for individual projects and the experience of Supervisors can be shared by the addition of particular checks on items or operations that are generally of concern on site. In this case less experienced Supervisors can use these Check Lists to provide them with the back up of more experienced officers.

Provide one copy of the Check Lists book to the Supervisor and one copy to the Contractor for the particular project.

HOW TO USE THESE CHECK LISTS

Take photocopies of the relevant Check List sections before going on site and study these. This book of Check Lists is spiral bound to allow pages to be photocopied easily.

Mark any items in the Check List that are of particular concern.

At the project site, check off the work against the Check Lists and make notes of any action required in the space provided.

When the work is completed and the final check has been made sign off and date in the box provided. There is also space to provide comments.

Keep a record of all of the completed Check Lists for future reference if required. These could prove to be valuable if disputes arise on the project.

There is no better way to document actual site conditions or details than by photographs, so don't forget to take a digital camera on site and take images to go with particular items in the Check lists.

FURTHER DEVELOPMENT

If you have any suggestions to improve on these Check Lists or the system in general please contact Lawrie Foscaro, Manager, Specification Services, 3rd Floor Highway House, Palmerston. Tel; 8946 5021 or email DocumentationServices.Dol@nt.gov.au.

Comments from in-house staff, consultants or contractors are most welcome.

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DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – ENVIRONMENTAL MANAGEMENT

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

Support Documentation is available to Dol staff at
<http://internal.dci.nt.gov.au/services/environment/index.html>

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
	General Environmental Controls - Submit to the Superintendent the proposal for traffic movement, temporary structures (including lamps) cleaning up, erosion control, demolition and the like prior to any work commencing on the site	
5.1	Approvals for extraction areas – Provide documented evidence to the Superintendent that the appropriate approvals have been ascertained or obtained	
5.2	Camp Site/Compound/Workshop – Obtain written permission from the owner or lessee of the land.	
24.2	Prior to commencement of work – submit for assessment the Contractor's Environmental Management Plan (CEMP)	
24.5	Erosion and sediment control management plan – Obtain written approval from the Superintendent prior to commencement of any onsite works	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

ENVIRONMENTAL MANAGEMENT

COMPLIANCE CHECKS – refer specification

Spec.Ref.	Item	Checked – Initial and date
5.1	AAPA clearance	
	EPA clearance	
	Heritage clearance	
	Land Council clearance	
	Land owner permission	
	Service authorities	
6	Site control approvals	
8	Stockpile management	
9	Water quality	
9.1	Surface water management	
10	Water extraction approvals	
11	Construction site dewatering	
12	Vegetation management	
12.1	Site clearing	
12.2	Weed management	
12.3	Cleaning of vehicles and plant	
12.4	Pruning of amenity trees	
13	Fauna management	
13.1	Pest animal management	
14	Air quality	
	Dust control	
	Exhaust control (plant and vehicles)	
	Mud washed off wheels, soil not able to fall or be blown off load	
15	Contamination management	
15.2	Spillage prevention and containment	
16	Waste management	
	Waste management register	
16.2	Hazardous waste and materials	
16.3	Effluent disposal	
16.5	Notification of the transporting and depositing of waste	
17	Cultural and Heritage management	
17.1	Protection of cultural and sacred sites	
17.2	Sacred sites protection	
18	Community liaison	
18.2	Complaints	
19	Noise control	
19.3	Ground vibration and air blast	

ENVIRONMENTAL MANAGEMENT

20	Environmental monitoring	
21	Audits	
24	Contractors Environmental Management Plan	
24.2	Prior to commencement of work	
24.5	Erosion and sediment control management plan	
	STATUTORY REQUIREMENTS	
	Refer to clause 27 for list of legislation	
	ENVIRONMENTAL MANAGEMENT PLAN	
	Is an Environmental Management Plan required for the project? If so has plan been submitted?	
	Minimum requirements have been met in the Environmental Management Plan	
	Continuous environmental monitoring is/has been carried out to ensure EMP is being complied with	
	Superintendent audits carried out	
	GENERAL ENVIRONMENTAL CONTROLS	
	Proposals submitted. Refer Hold Point	
	Various specified environmental controls have been complied with	
	COMMUNITY LIAISON	
	Residents, business', communities have been notified	
	Superintendent informed of any complaints within specified timeframe	
	WASTE MANAGEMENT	
	Requirements of Waste Management and Pollution Control Act complied with	
	Waste Management Plan included in Environmental Management Plan	
	Effluent disposed of as specified	
	Illegal dumping has not been carried out	
	WEED MANAGEMENT	
	Weeds eradicated or controlled in accordance with Approved Weed Management Plan	
	Vehicles and Plant cleaned as per specification	
	CULTURAL HERITAGE	
	All personal have received training and made aware of their responsibilities	
	Ministerial approval obtained before commencing work on any heritage listed site	
	CLEARANCES	
	Approval to Draw Water – Extraction of Water guidelines followed	
	Approvals obtained for use of Borrow Pits	
	SACRED SITES PROTECTION	
	Certificates obtained from AAPA, and/or as required by NTASSA	

ENVIRONMENTAL MANAGEMENT

	Appropriate plans developed and implemented for protection of sites	
	Superintendent has carried out a Sacred Sites briefing session	
	SOIL EROSION MANAGEMENT	
	Soil Erosion Management plan included in the EMP	
	All work under the contract undertaken in a manner which avoids erosion, contamination and sedimentation of the site, surrounding areas and drainage systems	
	Control measures have been maintained throughout the course of the work	
	All temporary control measures removed and rehabilitated	
	RISK ASSESSMENT	
	Risks identified and solutions provided	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:	Date:
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Comments
