This checklist has been designed to assist government agencies and others in reviewing service providers' Environmental Management Plans. It may also assist service providers in developing their Environmental Management Plans and reviewing their service providers’ Environmental Management Plans.

✓ = Yes X = No 0 = Not applicable

# Minimum requirements for all contracts

Does the Environmental Management Plan include:

* a statement of objectives?
* a listing of the environmental aspects, (with risks and opportunities) and significant related impacts associated with the work?

Do the environmental aspects and impacts listed include:

* specific undertakings arising from any formal environmental impact assessment?
* relevant development consent conditions?
* pollution control approvals/licences/permits and any conditions attached to these?
* other statutory and contract obligations?
* environmental risks and opportunities with significant impacts with the activities involved?
* environmental objectives, targets and measures (where practical) for the significant impacts, risks and opportunities?

Does the Environmental Management Plan include:

* documented procedures to be followed to manage the identified aspects and significant impacts, risks and opportunities identified? (These measures are subject to compliance with the contract involved)
* a clear indication of the respective environmental management roles and responsibilities of the service provider and its service providers?
* emergency response procedures, covering the details required?

Is it demonstrated that all personnel:

* are or will be familiar with the Environmental Management Plan?
* understandthe Plan, including with the following:
  + application of the Plan to them?
  + assessment of training needs?
  + communication, training and induction procedures?
  + training programs?

# Enhancements for major contracts

Does the Environmental Management Plan include the following, as they apply to the nature and scope of the contract:

Identification of organisational and individual roles, responsibilities and authorities for establishing, implementing and maintaining procedures, and monitoring activities and performance, to ensure conformity with each environmental management requirement (documenting all such responsibilities)?

With:

* supervisory/management protocols for personnel and service providers?
* appointment of an environmental manager?
* Documented procedures, with roles, responsibilities and authorities, for controlling all activities/processes and performance to ensure conformity with each environmental management requirement (listing all such requirements)? Including for:
* management of service providers?
* training of personnel?
* communicating requirements, including legislation/regulations, and approval/permit/licence and contract conditions?
* keeping records?
* providing regular reports on the implementation of the Environmental Management Plan?
* activities with compliance bonds/undertakings and penalties for nonconformity?
* Other activities? (give details) …………………………………….……………………………..
* Cross-references to, or inclusion of, other environmental and other management related documents such as:
* work method statements? (give details) …………………………………….……………….
* design plan?
* landscape plan?
* soil and water management plan/erosion control plan?
* statement of heritage significance?
* incident management plan?
* traffic management plan?
* communications plan?
* industrial relations/training plan?
* OHS management plan?
* quality management plan?
* Others? (give details) …………………………………….……………………………………….…
* Monitoring, measurement, evaluation and review (including audit) procedures, including provisions for:
* review criteria/measures/scope/personnel/program?
* addressing the consequences of nonconformities?
* investigation, analysis, evaluation and follow-up verification?
* corrective and preventive action?
* Others? (give details) …………………………………….……………………………………….…