

8.0 SITE ENVIRONMENTAL AUDIT

8.1 Site Inspections

- 8.1.1 Site inspections shall be undertaken routinely to inspect the construction activities in order to ensure that appropriate environmental protection and pollution control mitigation measures are properly implemented.
- 8.1.2 The Environmental Specialist (ES) is responsible for carrying out site inspections, deficiency and remedial action reporting. He shall, in consultation with the IC(E), prepare a procedure for the site inspection, deficiency and remedial action reporting requirements; and submit to the Contractor for agreement and to the ER for approval, within 21 days of commencement to the construction contract.
- 8.1.3 Regular site inspections shall be carried out at least three times per week. The areas of inspection shall not be limited to the site area and should also include the environmental conditions outside the site which are likely to be affected, directly or indirectly, by the site activities.
- 8.1.4 The ES shall make reference to the following information while conducting the inspections:
- (i) the EIA recommendations on environmental protection and pollution control mitigation measures as stated in the EIA report;
 - (ii) work progress and programme;
 - (iii) individual works methodology proposals;
 - (iv) the contract specifications on environmental protection;
 - (v) the relevant environmental protection and pollution control laws;
 - (vi) previous site inspection results; and
 - (vii) environmental monitoring data.
- 8.1.5 The Contractor shall update the ES with all relevant information on the construction works prior to carrying out the site inspections. The site inspection results and associated recommendations on improvements to the environmental protection and pollution control works shall be submitted, in a site inspection proforma (an example shown in Appendix B) by the ES to the IC(E), the ER and the Contractor within 24 hours for reference and for taking immediate action. The Contractor shall follow the procedures and time-frame as stipulated in the environmental site inspection.
- 8.1.6 Ad hoc site inspections shall also be carried out by the ES and/or IC(E) if significant environmental problems are identified. Inspections may also be required subsequent to receipt

of an environmental complaint (an example of the complaint log is provided in Appendix B) or as part of the investigation work as specified in the Action Plan for environmental monitoring and audit.

8.2 Compliance with Legal and Contractual Requirements

8.2.1 There are contractual environmental protection and pollution control requirements as well as environmental protection and pollution control laws in Hong Kong with which the construction activities shall comply.

8.2.2 In order that the works are in compliance with the contractual requirements, all the works method statements submitted by the Contractor to the ER for approval shall be sent to the ES for vetting to see whether sufficient environmental protection and pollution control measures have been included.

8.2.3 The ES shall also review the progress and programme of the works to check that relevant environmental laws have not been violated and that any foreseeable potential for violating the laws can be prevented.

8.2.4 The Contractor shall regularly copy relevant documents to the ES so that the checking work can be carried out. The document shall include at minimum the updated Work Progress Reports, the updated Works Programme, the application letters for different licence/permits under the environmental protection laws and all valid licence/permit. The site diaries shall also be available for the ES's inspection upon request.

8.2.5 After reviewing the document, the ES shall advise the IC(E), the ER and the Contractor of any non-compliance with the contractual and legislative requirements on environmental protection and pollution control for them to take follow-up actions. The ES shall also advise the IC(E), the Contractor and the ER on the current status on licence/permit applications and any environmental protection and pollution control preparation works that may not be suitable for the works programme or may result in potential violation of environmental protection and pollution control requirements.

8.2.6 Upon receipt of the advice, the Contractor shall undertake immediate action to remedy the situation. The ER and ES shall follow up to ensure that appropriate action has been taken by the Contractor in order that the environmental protection and pollution control requirements are fulfilled.

8.3 Environmental Complaints

8.3.1 Complaints shall be referred to the ES for carrying out complaint investigation procedures.

8.3.2 The ES shall undertake the following procedures upon receipt of the complaints:

- (i) log complaint and date of receipt into the complaint database and inform the IC(E) immediately;

- (ii) investigate the complaint and discuss with the Contractor to determine its validity and to assess whether the source of the problem is due to works activities;
- (iii) if a complaint is considered valid by the ER or the DEP and due to the works, the ES shall identify mitigation measures in consultation with the IC(E);
- (iv) if mitigation measures are required, the ES shall advise the Contractor accordingly;
- (v) review the Contractor's response on the identified mitigation measures and the updated situation;
- (vi) if the complaint is transferred from the DEP, an interim report shall be submitted to the DEP on the status of the complaint investigation and follow-up action within the time frame assigned by DEP;
- (vii) undertake additional monitoring and audit to verify the situation if necessary and ensure that any valid reason for complaint does not recur;
- (viii) report the investigation results and the subsequent actions on the source of the complaint for responding to complainant. If the source of complaint is the DEP, the results should be reported within the time frame assigned by the DEP; and
- (ix) record the complaint, investigation, the subsequent actions and the results in the monthly EM&A reports.

8.3.3 During the complaint investigation work, the Contractor and ER shall cooperate with the ES in providing all the necessary information and assistance for completion of the investigation. If mitigation measures are identified in the investigation by the ES, in consultation with the IC(E), the Contractor shall promptly carry out the mitigation measures. The ES and ER shall approve of the proposed mitigation measures and check that the measures have been carried out by the Contractor.

8.3.4 The ES shall prepare a flow chart of the complaint response procedures that addresses, complaint receiving channels, responsible parties/contacts for information, the investigation process, procedures for the implementation of mitigation/remedial action, guidelines for communication and public relation with the complainant etc.

8.4 Choice of Construction Method

8.4.1 At times during the construction phase the Contractor may submit method statements for various aspects of construction. This state of affairs would only apply to those construction methods that the EIA/EA study has not imposed conditions while for construction methods that have been assessed in the EIA/EA study the Contractor is bound to follow the requirements and recommendations in the EIA/EA study. The Contractor's options for alternative construction methods may introduce adverse environmental impacts into the project. It is the responsibility of the ES in accordance with established standards, guidelines and EIA study

recommendations and requirements, to review and determine the adequacy of the environmental protection and pollution control measures in the Contractor's proposal in order to ensure no unacceptable impacts would result. To achieve this end, the ES shall provide a copy of the Proactive Environmental Protection Proforma as shown in Appendix B to the IC(E) for approval. The IC(E) should audit the review of the construction method and endorse the proposal on the basis of no adverse environmental impacts.