

Pilot Project for Public - Private  
Partnership Conservation Scheme,  
Sha Lo Tung Valley, Tai Po:

## Annex D Audit Checklist

Inspection Date:

Time:



### Weather

Condition  Sunny  Fine  Overcast  Drizzle  Rain  Storm  Hazy

Temperature  °C Humidity  High  Moderate  Low

Wind  Calm  Light  Breeze  Strong

### A General

	N/A or not observed	Yes	No	Photo/Remarks
A1 Is the Log Book available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

### B Air Quality

	N/A or not observed	Yes	No	Photo/Remarks
B1 Is open burning avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B2 Are completed earthworks sealed as soon as practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B3 Are vehicles and equipment switched off while not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B4 Are plant and equipment well maintained? (ie without black smoke from powered plant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B5 Any remedial action undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B6 Observable dust sources <input type="checkbox"/> Wind erosion <input type="checkbox"/> Vehicle /equipment movements <input type="checkbox"/> Loading <input type="checkbox"/> Others / unloading of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B7 Are unpaved areas watered regularly to avoid dust generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B8 Are stockpiles of excavated material covered or regularly watered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B9 Are dusty materials sprayed prior to loading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B10 Odorous materials immediately covered and promptly removed from site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B11 Are there enclosures around the main dust-generating activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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### C Noise

	N/A or not observed	Yes	No	Photo/Remarks
C1 Are all plant and equipment well maintained and in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C2 Is idle equipment turned off or throttled down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C3 Are powered mechanical equipment covered or shielded by acoustic materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C4 Are silenced equipment used where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C5 Do air compressors have valid noise labels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C6 Do compressors operate with doors closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C7 Major noise source(s) <input type="checkbox"/> Traffic <input type="checkbox"/> Construction activities inside of site <input type="checkbox"/> Construction activities outside of site <input type="checkbox"/> Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C8 Any remedial action undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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D Water Quality	N/A or not observed	Yes	No	Photo/Remarks
D1 Is drainage system adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D2 Are there temporary ditches for runoff discharge into appropriate Watercourse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D3 With silt retention pond and/or sandtraps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D4 Do permanent drainage channels have: sediment basin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D5 traps and baffles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D6 Are there sediment tanks for settling runoff prior to disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D7 Constructed from pre-formed individual cells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D8 Adequate capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D9 Free from silt and sediment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D10 Are there oil interceptors in drainage system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D11 Oil and grease removed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D12 Bypass to prevent flushing during periods of heavy rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D13 Is drainage system well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D14 Is exposed earth stabilized after earthworks have been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D15 Are exposed slope surfaces covered (by tarpaulin or other means)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D16 Are open stockpiles of more than 20 m <sup>3</sup> covered during rainstorm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D17 Are manholes covered and sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rainy Season				
D18 Drainage system adequately designed for storm flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D19 Sediment control measures inspected and maintained after rain storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D20 Toilet that connects to foul sewer or chemical toilets provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D21 Is debris and rubbish on site collected and disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D22 Is wastewater discharge license available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D23 Measures to prevent the washing away of sand/silt to drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rainy season				
D24 Drainage system adequately designed for storm flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D25 Sediment control measures inspected and maintained after rain storms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**E Waste/Chemical Management**

	N/A or not observed	Yes	No	Photo/Remarks	
General refuse					
E1	Accumulation avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E2	Receptacles (e.g. rubbish bins) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E3	Disposed of regularly and properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemical waste, waste oil					
E4	Stored properly in designated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E5	Disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E6	Trip tickets available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemical/fuel storage area					
E7	Is storage area bunded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E8	Adequate bund capacity? (>110% of the largest tank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E9	Area storage areas provided with locks and located on sealed areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Construction Waste					
E10	Reused where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E11	Disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E12	Are surplus inert materials being reused where practical as an alternative to ordering imported fill material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavated Material					
E13	Appears uncontaminated? (colour, odour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E14	If suspected contaminated, appropriate procedures followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E15	Relevant license/permit/trip tickets for disposal of construction waste or excavated materials available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E16	Is foam, oil, grease, litter or other objectionable matters in water of nearby drain / sewer avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E17	Any remedial action undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**F Environmental Complaint**

F1	Number of Environmental Complaint Received from _____ to _____.		<input type="checkbox"/>	_____
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**G General / Housekeeping**

	N/A or not observed	Yes	No	Photo/Remarks	
G1	Are potential stagnant pools cleared and mosquito breeding prevented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
G2	Are defined boundaries of working areas identified to prevent loss of vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**H Landscape and Visual**

	N/A or not observed	Yes	No	Photo/Remarks	
H1	Are materials and machinery stored in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H2	Temporary buildings located in least visually prominent locations, painted in muted / recessive colours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H3	Are retained trees protected by fencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H4	Is the Tree Felling Application available for inspection if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H5	Is the work site confined within site boundaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H6	Is damage to surrounding areas avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**Items for Inspection**

**Notes / Issues Recorded On Site**

**Corrective Actions**

**Signatures:**

(Name: \_\_\_\_\_ )