

## **APPENDIX II**

### **Sample EM&A Proforma and Record Forms**





## DATA RECOVERY SCHEDULE

Ref: \_\_\_\_\_

Date	Air Quality Monitoring					Noise Monitoring					Water Quality				
	Monitoring Station*					Monitoring Location*					Monitoring Location*				
	A1	A2	A3	A4	A5	N1	N2	N3	N4	N5	W1	W2	W3	W4	W5
1															
2															
3															
4															
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24															
25															
26															
27															
28															
29															
30															
31															
% of R															

\* Remark type of parameters  
 % of R The percentage of Data Recovery is the actual monitoring over the scheduled monitoring

Signed by Environmental Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Independent Checker (Environment)

SITE INSPECTION PROFORMA

Ref: \_\_\_\_\_

Date	Location	Req't 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: \_\_\_\_\_ on \_\_\_\_\_

Signed by Environmental Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Independent Checker (Environment)

PROACTIVE ENVIRONMENTAL PROTECTION PROFORMA

Ref: \_\_\_\_\_

Ref*	Proposed Construction Method**	Location/ Working Period	Anticipated Impacts	Recommended Mitigation Measures

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

\*\* Details of equipment, vehicles, plants, processes, technologies for the option of construction method

Reviewed by Environmental Team Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Independent Checker (Environment): \_\_\_\_\_

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 Checker (Environment): \_\_\_\_\_

Date: \_\_\_\_\_

COMPLAINT LOG

Ref: \_\_\_\_\_

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

Filed by Environmental Team Leader: \_\_\_\_\_

Date: \_\_\_\_\_



**Sample Template for Interim Notifications of Environmental Quality Limits Exceedances**

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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	

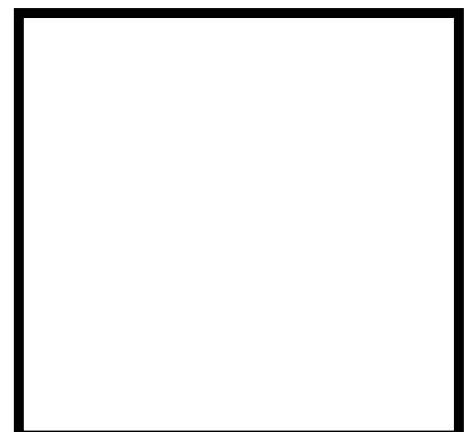
**Location Plan**

Prepared by : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



**Data Sheet for TSP Monitoring**

Monitoring Location		
Details of Location		
Sampler Identification		
Date & Time of Sampling		
Elapsed-time Meter Reading	Start (min.)	
	Stop (min.)	
Total Sampling Time (min.)		
Weather Conditions		
Site Conditions		
Initial Flow Rate, Qsi	Pi (mmHg)	
	Ti (°C)	
	Hi (in.)	
	Qsi (Std. m <sup>3</sup> )	
Final Flow Rate, Qsf	Pf (mmHg)	
	Tf (°C)	
	Hf (in.)	
	Qsf (Std. m <sup>3</sup> )	
Average Flow Rate (Std. m <sup>3</sup> )		
Total Volume (Std. m <sup>3</sup> )		
Filter Identification No.		
Initial Wt. of Filter (g)		
Final Wt. of Filter (g)		
Measured TSP Level (g/m <sup>3</sup> )		

Name & Designation

Signature

Date

Field Operator :

\_\_\_\_\_

Laboratory Staff :

Checked by :

\_\_\_\_\_

### Noise Monitoring Field Record Sheet

Monitoring Location		
Description of Location		
Date of Monitoring		
Measurement Start Time (hh:mm)		
Measurement Time Length (min.)		
Noise Meter Model/Identification		
Calibrator Model/Identification		
Measurement Results	L <sub>90</sub> (dB(A))	
	L <sub>10</sub> (dB(A))	
	LEQ (dB(A))	
Major Construction Noise Source(s) During Monitoring		
Other Noise Source(s) During Monitoring		
Remarks		

Name & Designation

Signature

Date

Recorded By :

\_\_\_\_\_

Checked By :

\_\_\_\_\_

## Water Quality Monitoring Data Record Sheet

Location				
Date				
Start Time (hh:mm)				
Weather				
Sea Conditions				
Tidal Mode				
Water Depth (m)				
Monitoring Depth		Surface	Middle	Bottom
Salinity				
Temperature (°C)				
DO Saturation (%)				
DO (mg/l)				
Turbidity (NTU)				
SS Sample Identification				
SS (mg/l)				
Observed Construction Activities	<100m from location			
	>100m from location			
Other Observations				

Name & Designation

Signature

Date

Recorded By : \_\_\_\_\_

Checked By : \_\_\_\_\_

Note: The SS results are to be filled up once they are available from the laboratory.