



# Environmental Monitoring and Evaluation of Compliance

## 1.0 Purpose

This procedure describes the overall requirements for monitoring and measurement as part of COMPANY NAME's EMS requirements to ensure that there is adequate control on significant environmental aspects, compliance with legal and other requirements, and to achieve objectives and targets.

## 2.0 Scope

This procedure applies to all Significant Environmental Aspects, Environmental Instructions and Programmes established by COMPANY NAME.

## 3.0 Reference Documents

Section 4.5.1, EMS Manual

EP-04 Control of Documents

EP-07 Enquiry / Complaint / Nonconformity Handling

EP-08 Control of Records

## 4.0 Definitions

- EMR – Environmental Management Representative
- EMS Committee – Environmental Management System Committee

## 5.0 Responsibility

### 5.1 Environmental Management Representative

The Environmental Management Representative (EMR) shall work with the EMS Committee to define the monitoring requirements and evaluation of compliance, and have the overall responsibility for ensuring that the requirements of this procedure are implemented.

### 5.2 Function / Departmental Manager

The Function / Departmental Manager shall ensure that the operational control procedures / instructions relevant to their teams are followed by their staff, that all monitoring requirements are implemented properly, and that all nonconformities are reported to the EMR.

## 6.0 Procedure

6.1 The EMR, in consultation with the EMS Committee and the relevant Function / Departmental Manager(s) if necessary, shall establish monitoring criteria in the following areas:

- The achievement of environmental objectives and targets and the progress of programmes.
- The effectiveness of operational control procedures for controlling the significant environmental aspects of project activities including the control and monitoring of contractors' environmental performance. (Refer to respective EI)

# Environmental Monitoring and Evaluation of Compliance

COMPANY NAME

Procedure Number : EP-06  
Revision Number : 1  
Date : DD-MM-YYYY

- The conformity of environmental legislation and other requirements related to **COMPANY NAME**'s environmental aspects.
- 6.2 Monitoring criteria shall include the monitoring / measuring frequency, methods, responsibilities and records or reports that shall be kept. The monitoring criteria shall be documented or integrated into the respective operational control procedures (refer to EI). The responsible Function / Departmental Manager shall ensure that the monitoring requirements are carried out and report any environmental nonconformities to the EMR.
- 6.3 The EMS Committee shall hold regular meetings (approximately *every 3 months*) and maintain records to :
- discuss and review the achievement of the objectives and targets and the progress of relevant programmes;
  - review the monitoring data (e.g. inspection checklists) to check whether the monitoring and operational control procedures are implemented properly;
  - review information to evaluate whether **COMPANY NAME**'s activities comply with applicable environmental legislation (section 4.5.2.1) and other requirements (section 4.5.2.2) to which we subscribes;
  - review any environmental nonconformities, and the corresponding corrective action and preventive action.
- 6.4 In case of nonconformities, the relevant Function / Departmental Manager shall investigate the causes of nonconformities and establish appropriate corrective and preventive actions. The corrective and preventive actions shall be verified by the Function / Departmental Manager and endorsed by the EMR (refer to EP-07).
- 6.5 The monitoring criteria shall be reviewed and revised according to changes in legislative requirements and the practical situations of **COMPANY NAME** as a result of continual improvement of environmental performance.
- 6.6 Whenever necessary, calibration of measuring equipment shall be defined clearly in terms of calibration methodology, calibration frequency, acceptance criteria and responsible personnel.
- 6.7 **COMPANY NAME** shall record the results (and maintain the records) of the periodic evaluation of compliance and shall be considered at the management review.

## 7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Monitoring Plan (EF-EP06-01)	EMR	3 years
Meeting minutes of the EMS Committee meeting	EMR	3 years
Relevant records demonstrating the progress and achievement of objectives, targets and programmes.	Relevant person-in-charge of the respective programmes	3 years

## 8.0 Appendix

# Environmental Monitoring and Evaluation of Compliance

Appendix 1 : Monitoring Plan (EF-EP06-01)

# Monitoring Plan

No.	Item	Responsible person	Frequency	Mechanism
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