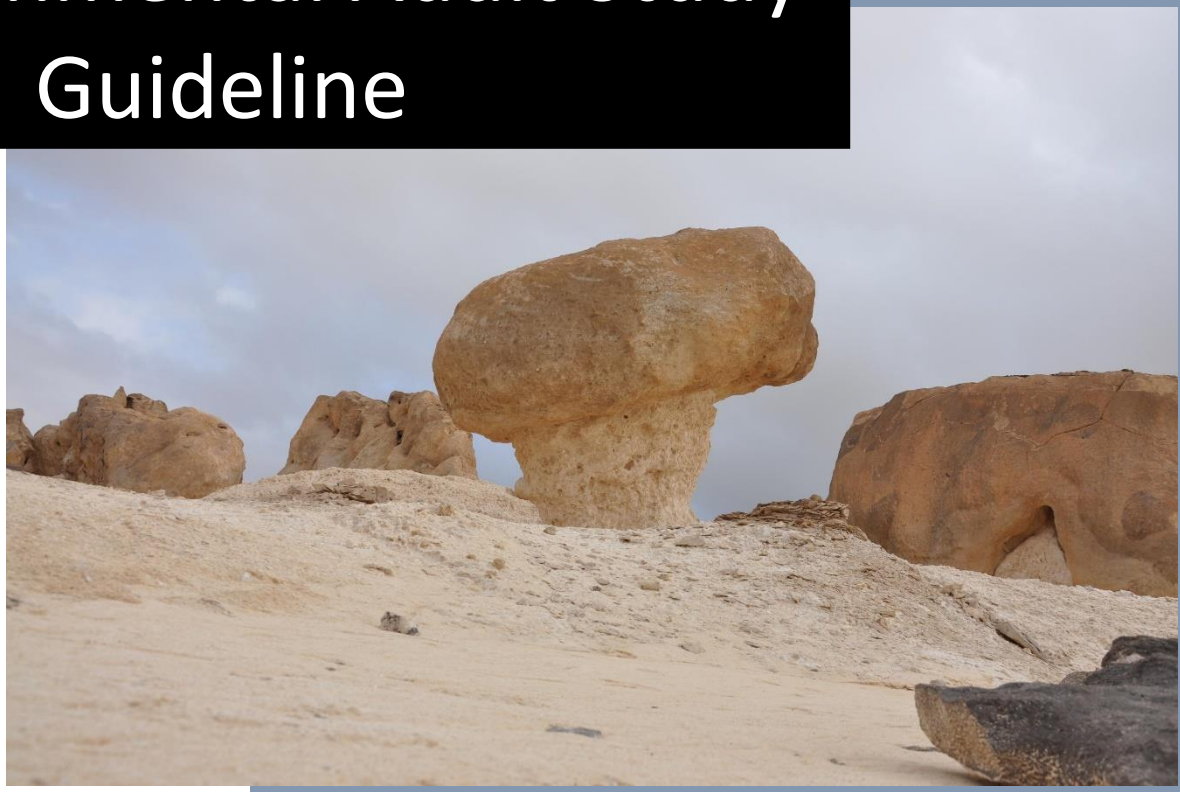
Environmental Audit Study Guideline



Environment Sustainability Department

2024

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1 INTRODUCTION

The Special Economic Zone Authority Duqm (SEZAD) was established as per the provision of the Royal Decree (RD) 119/2011 and is responsible for the management, regulation, and development of all economic activity in the SEZD. Environment Authority (EA) is national environmental regulator for the Sultanate of Oman. Per RD 79/2013, the Special Economic Zone Authority Ad Duqm (SEZAD) shall have the functions of the EA in relation to issuing environmental permits and conditions and all environmental licensing and regulation for the projects and take necessary environmental measures in SEZ Duqm.

On 18th August 2020, a Royal Decree 105/2020 – Establishing the Public Authority for Special Economic Zones and Free Zones and defining its functions, was issued by Sultanate of Oman. As per the RD, Public Authority for Special Economic Zones and Free Zones (OPAZ) will oversee the Special Economic Zone at Duqm (SEZAD), free zones in Sohar, Salalah, and Al Mazunah and any other special economic zone or free zone that may come up in the Sultanate. Accordingly, OPAZ will manage, regulate, and develops all economic activities in the Duqm SEZ.

This document shall serve as a guideline for the companies for conducting the Environmental Compliance Audit as per the OPAZ Decision No 17/2021.

1.1 REQUIREMENT OF AN AUDIT STUDY

Industrial projects, categorised as heavy (Category 1) or medium projects (Category 2), that have a major influence on the environment, must submit an Environment and Social Impact Assessment (ESIA) study or an Environmental Management Plan, as required by SEZAD, which recognizes the necessity to preserve the environment from the harmful effects of operations. As per Article 19 of OPAZ Decision 17/2021, an environmental audit is required in the following cases

1. If there is any complaint about health issues or environmental pollution, due to the operation or activities of the project.
2. An accident that resulted in environmental damage.
3. If the inspection or environmental monitoring reports prove that the project has caused damage to the environment, such as releasing pollutants into the air or discharging waste into the land, marine or water sources, at a concentration exceeding the permissible limits.
4. If the environmental audit study is a requirement as per the environmental management plan, the environmental and social impact assessment study or the environmental requirements stipulated in the environmental permit.

Upon completion of the construction phase, it is mandatory for Category 1 and 2 permit holders to conduct an environmental audit within one month from the operational phase and submit the environmental compliance audit report within 14 days of the audit as per Article 11 of OPAZ Decision 17/2021.

In all other cases, the audit has to be conducted as per the agreement between SEZAD and the Project and audit report has to be submitted within 14 days of the audit.

Note: For all environmental audits, except the ESIA/EMP compliance audit, the Organisation shall select and finalise the auditor, in liaison with SEZAD. SEZAD also reserved the right to reject the auditor or request for an

alternate auditor, if the scope and experience of the auditor is not matching with the audit scope and requirement of SEZAD

This report assesses the project's adherence to the environmental requirements and measures outlined in the ESIA/EMP study and permit conditions. Conducting an environmental audit serves as an efficient method for companies to demonstrate their commitment to environmental responsibility to the government and the public.

The Environmental Compliance Audit guideline has been created to enhance project management and ensure the sustainability of a clean and healthy environment. This guideline facilitates the process of conducting Environmental Audits for companies, making it easier to demonstrate their dedication to environmental responsibility.

1.2 DEFINITIONS

Unless contrary intentions appear in this guideline –

a. "*Environmental Audit Study*": A study, conducted and prepared by a consulting body approved by the Authority, to review the project performance, from an environmental point of view, to identify any deficiencies or gaps, specific units/area/problem in the project, that cause or would cause specific environmental pollution and then develop a corrective plan to close the issue and rectify the project environmental situation.

b. *"Auditee*" – The Company which shall be audited and is the same as the "Project or Project Owner" as defined in the OPAZ regulation

c. "*Environmental Damage*" - Harm or adverse effects to the environment resulting from activities, processes, or incidents that violate relevant environmental laws, regulations, or standards and including but not limited to pollution, habitat destruction, contamination of natural resources, or any negative alteration to ecosystems.

d. *"Complaint"* - A report/notification received from local residents or workers in the area because they were harmed by the project, whether the damage was to human's health or affected the surrounding environment.

1.3 OBJECTIVES OF GUIDELINE

This guide is developed to assist environmental auditors in performing environmental compliance audits. The objective of this guideline is as follows -

1. Assist in the assessment of compliance, of the Category 1 and Category 2 projects, with the commitment made in the ESIA study and the permit conditions issued to the project or any incident which requires an environmental audit;
2. Describe the steps necessary to conduct an Environmental Audit, including planning the audit and performing the audit;
3. Establish the criteria for determining the scope of the Audit;
4. Establish the legal, policy, and institutional framework for the Audit process;
5. Provide a mechanism for the follow-up of impact assessment findings during the implementation of mitigation measures;
6. Help SEZAD in determining whether the project has been constructed and developed as per the commitment made in the Environmental report.

7. Ensure the achievement of sustainable environmental and socio-economic development

1.4 GENERAL REQUIREMENTS

The environmental requirements, given below, are generic and applicable to all companies and industries in the Special Economic Zone (SEZ). Compliance with this Guidance Note shall be a condition in the environmental permit.

1. SEZAD shall have the authority of issuing environmental permits and applicable licenses and taking the necessary action for the protection of the environment, the prevention of pollution, and the protection of potable water resources from pollution pursuant to the laws in force within the SEZ area;
2. SEZAD shall have jurisdiction for areas (onshore and offshore) within the SEZ boundaries provided in RD 5/2016;
3. The development of any project must be in conformity with the Omani Regulations/Ministerial Decisions outlined by the Government of Oman and SEZAD guidelines;
4. Environmental Compliance Audit shall be conducted together with SEZAD officials only;
5. Audit team members should be independent of the activities they audit in order to ensure objectivity of the audit process, its findings, and any conclusions. It is essential that they remain objective and free from bias and conflicts of interest throughout the process. It is important for the members of the audit team to have an appropriate combination of knowledge, skills, and experience in order to perform the audit duties
6. The findings and recommendations of the audit should be documented clearly and concisely in the report and any necessary technical details should be provided;
7. All Environmental Report submissions to SEZAD shall be with an official cover letter and the Environmental Report shall be approved by the Client and approval shall be included in the report;
8. Only consultants registered with Environment Authority, with valid registration, can conduct the environmental compliance audit, for projects within SEZAD;
9. SEZAD can modify any conditions in an environmental permit based on the findings of the environmental compliance audit findings.
10. If the audit study fails to meet the requirements, SEZAD has the authority to reject it and request that the project undertake the audit again with a different consultant company.
11. The auditor is responsible for the conduct of audit and should implement quality control procedures throughout the audit process. Such procedures should be aimed at ensuring that the audit complies with the applicable standards and providing assurance that the audit report, conclusion or opinion is appropriate under the given circumstances.
12. The responsibility for any non-compliance with the delivery of the audit study rests with the Project, as SEZAD does not engage with contractors or consulting companies.
13. For Category 1 and 2 permit holders, it is compulsory to conduct an environmental audit within one month of the operational phase's and completion of construction and submit the environmental compliance audit report within 14 days of the audit, as stipulated in Article 11 of OPAZ Decision 17/2021.
14. In all other situations, the audit must be performed according to the agreement between SEZAD and the Project, and the audit report must be submitted within 14 days of the audit.

2 THE AUDIT PROCESS

2.1 AUDIT PROCESS

The audit process is commonly structured into three phases:

- Pre-audit - Select auditor, review preliminary information and prepare audit plan and checklist covered under this Chapter in subsequent sections
- On-site audit - Opening meeting, conduct the audit at site, closing meeting
- Post-audit - Prepare audit report and implement corrective and preventive action.

It has to be noted that for any environmental compliance audit as required by Category 1 and Category 2 projects, prior to start of operational phase, the auditor will be selected by the Project and informed to SEZAD. A flowchart for such cases is provided in Annexure A

In case of any non-compliances, or complaints, or an environmental damage, SEZAD reserves the right to select and finalise the auditor. The cost of the audit shall be borne by the Project regardless of whether the auditor is selected by Project or not. A flowchart for such cases is provided in Annexure B

2.2 PREPARING FOR THE COMPLIANCE-TYPE AUDIT

During the planning phase, the auditors will schedule the audit, gather information about the company, and identify key areas to focus on during the audit as explained in subsequent sections

2.2.1 Notification of Audit to organization

As previously mentioned, SEZAD reserves the right to request certain projects to conduct an environmental audit if deemed necessary, based on the inspection or any pollution resulting from the project. If an organization is already obligated to perform an environmental audit as part of the OPAZ Decision 17/2021 or permit conditions, they must conduct the audit without delay or waiting for notification from SEZAD.

2.2.2 Preparing for the Audit

When the Environment Authority approved Environmental Consultant, auditor has been appointed by the organization, the Lead Auditor shall then proceed with preparations for conducting the site audit. This entails evaluating preliminary information about the organization in order to develop the audit scope and plan which will be agreed upon with the organization. The approved auditor shall also arrange the required approvals from SEZAD and agree with the SEZAD team on the audit plan and audit date.

2.2.2.1 Audit Scope and Preliminary Review

In order to conduct an audit, the scope of the audit must be determined by the Auditor according to the type of audit requested by SEZAD in the audit notification to the organization. Defining the scope of an audit involves defining the extent and boundaries of the audit, such as the physical location, processes, and organizational activities. It is the Auditor's responsibility to obtain preliminary information from the organization in order to determine the scope of the audit. It is important to note that the information provided will affect the number of man-days required to conduct the site audit and how the time will be allocated during the audit.

The types of preliminary information to be provided to the auditor are and are not limited to the below-

- Organization’s site layout showing key activities,

- Description of key activities (process flow)
- ESIA/EMP conditions of approval
- Environmental Permit Conditions
- Written approvals from SEZAD
- Environmental Management and Monitoring Plans
- Other relevant documents

To ensure that the required audit is conducted within the agreed time frame or as specified by SEZAD and/or OPAZ Decision 17/2021, the Project must submit preliminary information to the auditor. Whenever a Project requests that areas be excluded from the audit scope, the auditor must document this in the environmental audit report. During the scoping exercise, it is recommended that the organization make all relevant information available to the Auditor in order to minimize complications during the audit.

It is expected that the auditor will proceed with the audit scope agreed upon, and at the same time is required to report to SEZAD immediately if the organization does not wish to include the discoveries in the scope of the audit.

2.2.2.2 Audit Plan

Based on the information obtained in the preliminary review, a written audit plan shall be prepared and submitted to the organization prior to the site audit. The audit plan shall also be shared with SEZAD for an initial information and approval.

The audit plan serves as the blueprint for the conduct of the environmental audit. The plan will include audit objectives, the scope and criteria of the audit and the functional units to be audited. The audit plan shall cover:

- Audit date(s) and schedule
- Audit objective and scope
- Members of the audit team
- Audit criteria

2.2.2.3 Site Audit Checklist

The audit protocol used by the auditor should be customized based on the specific industry and requirements being audited. Prior to the site visit, these checklists would be prepared to ensure that all relevant regulatory issues are duly audited during the audit.

Appendix 3 provides guidance on the general format of the checklists. Auditor(s) or users of this manual are responsible for revising the checklist to incorporate any new regulations or new requirements that may affect the auditing process. The checklists in Appendix C should be tailored to the particular industry that is being audited. In order to ensure compliance with the site's regulatory requirements, it is important for the auditor to either add or delete those requirements from the checklist. For instance, the construction site audit checklist should also be tailored to the type of construction site encountered.

In addition to the general regulatory checklist, other items may be extracted from other relevant documents and attached as separate checklists. Examples of other relevant documents are:

- ESIA conditions of approval
- Conditions of licenses
- Environmental Management Plans
- Any other approvals related to the audit requirement

3 ON-SITE AUDIT

The purpose of an on-site audit is to determine whether a Projects environmental practices and procedures comply with relevant laws and regulations, industry standards, and best practices and to the commitment made by the Project during the submission of the ESIA as well as per the environmental permit conditions.

During an on-site environmental audit, auditors will typically review the Projects environmental policies, procedures, and records, as well as conduct interviews with key personnel to assess their level of knowledge and understanding of environmental issues. The auditors will also conduct a physical inspection of the company's operations and facilities, based on the checklist and approved plan, to identify potential environmental risks and hazards. The various steps are explained in subsequent sections

3.1 OPENING MEETING

An opening meeting in an audit is a formal gathering of key stakeholders at the beginning of an audit for the purpose of communicating with the organization in an official manner about the purpose of the audit. The purpose of this meeting should be to introduce the audit team to the Client (Project), establish lines of communication, and discuss the objectives, scope, and process of the audit

An opening meeting is usually brief in nature and the agenda normally includes

- Introducing the audit team members to the organization,
- Presenting the scope of the audit,
- Presenting the objectives of the audit and the audit plan,
- Providing the organization with a short summary of the methods and procedures to be used in the audit, and
- Assurance of the confidentiality of the audit process and audit report

Together with the SEZAD team, the meeting provides both parties with the opportunity to establish the audit timetable and confirm the date and time of the closing meeting. It is recommended that senior officials of the organization attend the opening meeting and are interviewed during the audit process. The Auditor shall also retain a copy of the attendance list and maintain the Minutes of the Meeting.

Safety and health requirements for the site should also be clarified in the opening meeting to ensure the safety of the environmental auditor and accompanying SEZAD team during the site audit.

3.2 CONDUCTING THE AUDIT

Conducting the audit entails interviewing key personnel, examining documents, and observing activities and conditions to collect audit evidence. Depending on the type of audit, audit checklists would be used by the auditor to navigate through the issues in a systematic manner. Audit Notes should include documentation of all interviews, document examinations, and observations of the environmental conditions on the site. Audit notes serves as evidence that a comprehensive audit has been conducted and is hence important.

3.2.1 Interviews

Interviews are an integral part of an audit especially if the audit is conducted following any incident in the Project. The purpose of an interview during a compliance audit is to gather information from individuals or groups within

the organization regarding their understanding and compliance with specific policies, procedures, regulations, and laws.

Interviews are an important part of the audit process as they allow auditors to obtain first-hand information and perspectives from key stakeholders and experts. Through interviews, auditors can confirm or challenge information obtained through other audit procedures, identify potential areas of noncompliance, and gather evidence to support their findings and recommendations.

Before the interviews are conducted, a general interview plan may be prepared to keep the interview focused. This plan identifies those to be interviewed in one-to-one meetings at all levels from management to operations and can be in parallel with the audit protocols prepared. The interviewing strategy should be aimed at extracting the most relevant and pertinent information from each level of employee and management. The questions should be geared towards accumulating information in order to arrive at a conclusion of whether the organization has proactively managed its regulatory compliance and provided sufficient resources, training, and procedures, policies and procedures, risk management practices, training and awareness, and incident response and reporting for this purpose and may vary depending on the nature and scope of the audit.

3.2.2 Document Review

During an audit, the examination of documents is a crucial step in assessing an organization's compliance with relevant laws, regulations, and standards. The examination of documents involves reviewing and analysing records, policies, procedures, and other relevant documentation to determine whether they are compliant with applicable regulations.

The examination of documents during an audit typically involves identifying the relevant documents that are relevant to the audit. This can include and not be limited to the following

- Environmental Study Reports
- Approvals and Permits and Licenses from Authorities including SEZAD
- Internal and External Inspection Reports
- Previous Audit Reports
- Monitoring and maintenance procedures for specific environmental control equipment, continuous emission monitoring systems, etc.
- Calibration and testing records of environmental control equipment
- Chemical and Waste consignment notes and inventory
- Monitoring/analysis reports

3.2.3 Observation of Activities and Conditions

As a component of an environmental compliance audit, it is imperative to include the observation of activities and conditions. The auditor must remain vigilant for any signs of attempted concealment while also monitoring abnormal operating conditions. It is crucial to extend the observation process beyond the primary building areas to encompass areas such as workshops, laboratories, and storage areas for waste, chemicals, and materials. It is also necessary to examine the surrounding areas of the facility, including drainage systems, discharge points, and any visible indications of land contamination, odours, or emissions.

Before taking any photographs of the site conditions, the auditee should receive prior notification. The usage of these photographs should be limited to the audit report's purposes unless specified otherwise.

3.2.4 Environmental Samples

It may be necessary to collect environmental samples during a compliance audit if the auditor or SEZAD has reasonable grounds to believe that the environmental controls in place are ineffective or that the monitoring data is inaccurate. This should however be agreed with SEZAD and the auditee before the audit is conducted.

For example, the auditor may collect treated effluent samples for laboratory testing to determine compliance with the Discharge and Reuse Treated Water Quality Regulations promulgated under MD 145/93 if SEZAD or the auditor is concerned about the size or inadequacy of the treatment plant. Sampling may also be necessary when there is strong evidence of soil contamination at the site in the past or present. It is important that the auditor determine whether air sampling is necessary prior to the site visit if emissions from chimneys are involved, since it requires resources and advance preparation. However, during an environmental compliance audit, the sampling program should be limited and should only provide an indication if a more extensive sampling program is required.

It is the responsibility of the Project to cover all sampling and testing costs during the audit. If the organization objects to the site sampling, the auditor is advised to hold off on the sampling until SEZAD resolves the issue and to continue the compliance audit. The auditor may recommend environmental sampling as part of the audit report if, for whatever reason, it is not possible to accomplish during the audit.

3.2.5 Audit Findings

Following the site audit, the auditors are required to summarize the key audit findings, which include non-compliance issues that need to be addressed by the Project. As part of their analysis of any non-compliance, the auditors should consider any substantial evidence that demonstrates the organization is actively working towards compliance. They should reflect this in their audit report.

The Auditor is accountable for ensuring that the auditors' conclusions are based on factual evidence that can withstand rigorous examination. The evidence collected for each finding should be easily verifiable and traceable. The audit team must hold a discussion to reach an agreement on their findings before presenting them to the Project management.

3.3 CLOSING MEETING

After completing the site visit, it is necessary to hold a concluding meeting to ensure that the organization has fully comprehended and acknowledged the audit findings. During this meeting, the Auditor will present any non-compliance findings and discuss them with the organization. The organization will have the opportunity to provide further explanations or additional information that may have been overlooked during the audit. Additionally, both parties will agree on a timetable for resolving any non-compliances. The Auditor will also record any environmental sampling that was performed, including the time and date of sampling, the types of samples taken, the number of samples, and the location of sampling. The organization must create a corrective action plan for any non-compliances, which must be submitted to the SEZAD within 14 days of the site audit. Finally, the Auditor will keep a copy of the attendance list for the closing meeting, which will be included in the environmental audit report.

4 AUDIT REPORT

According to the provided guidelines, the preparation of the audit report must be done for submission to the SEZAD for review and approval. The report is expected to include the following elements:

- The details of the organization audited and of the client
- The agreed objectives and scope of the audit
- The agreed criteria against which the audit was conducted
- The period covered by the audit and the date(s) the audit was conducted
- The identification of the audit-team members
- Summary of Regulatory Compliance
- Audit Findings and Recommendations
- Audit Conclusions
- Attachments.

4.1 AUDIT FINDINGS

The findings will fall into the following categories:

4.1.1 Compliance

In order to fulfill the regulatory, permit, or environmental study obligations, the compliance section will enumerate and furnish satisfactory and suitable proof showcasing adherence to specific requirements within the Project.

4.1.2 Non-compliance

This section will list out and provide clear evidence has been collected to demonstrate the areas where the any particular requirement has not been complied with.

4.1.3 Observations

The observations section should encompass all environmental concerns that were noticed but were not directly related to the scope of the audit or compliance assessment. Such observations serve as indicators of potential non-compliance, areas where environmental performance can be enhanced, or instances where Permit conditions were challenging to comprehend or are no longer applicable. In such circumstances, the Auditor must provide an explanation in the audit report.

If environmental sampling were conducted during the audit, the audit report must document and discuss the evaluation of the test results against the regulations or Permit Conditions specified limits. If the test results do not comply with the limits, then additional instances of non-compliance should be detailed in the non-compliance section.

4.2 AUDIT RECOMMENDATIONS

The purpose of the audit is to benefit the organization and one key aspect of this is for the auditor to develop recommendations that are environmentally friendly and practical. A suitable recommendation should identify

and address the root cause of any issues, including administrative or management deficiencies if any, and serve as a benchmark for SEZAD to evaluate the appropriateness of the organization's actions.

The auditor should include enough information in the recommendation for the organization to have a preliminary idea of the level of corrective and preventive action required. The auditor must inform the organization that a corrective action plan must be submitted to SEZAD within a specified timeframe, along with a timeline for addressing any non-compliance issues. When making recommendations that involve technology or operations, the auditor could introduce concepts such as cleaner production and best available technology (BAT) to encourage the organization to adopt sustainable practices in the long run.

The recommendations provided by the auditor may give specific advice to their auditee. If decisions involve significant costs, such as upgrading or implementing new technology, the organization may choose to conduct additional research or seek the assistance of experienced consultants in the relevant field. However, it is necessary to keep SEZAD informed of these developments. The audit recommendations shall also reflect whether the administrative and management system in the organization has been effective in addressing the environmental non-compliances. The recommendations could cover the need for

- adequate staffing with clearly defined roles and responsibilities,
- appropriate training,
- improving the monitoring of its environmental emissions/discharges,
- periodic internal audits, etc.

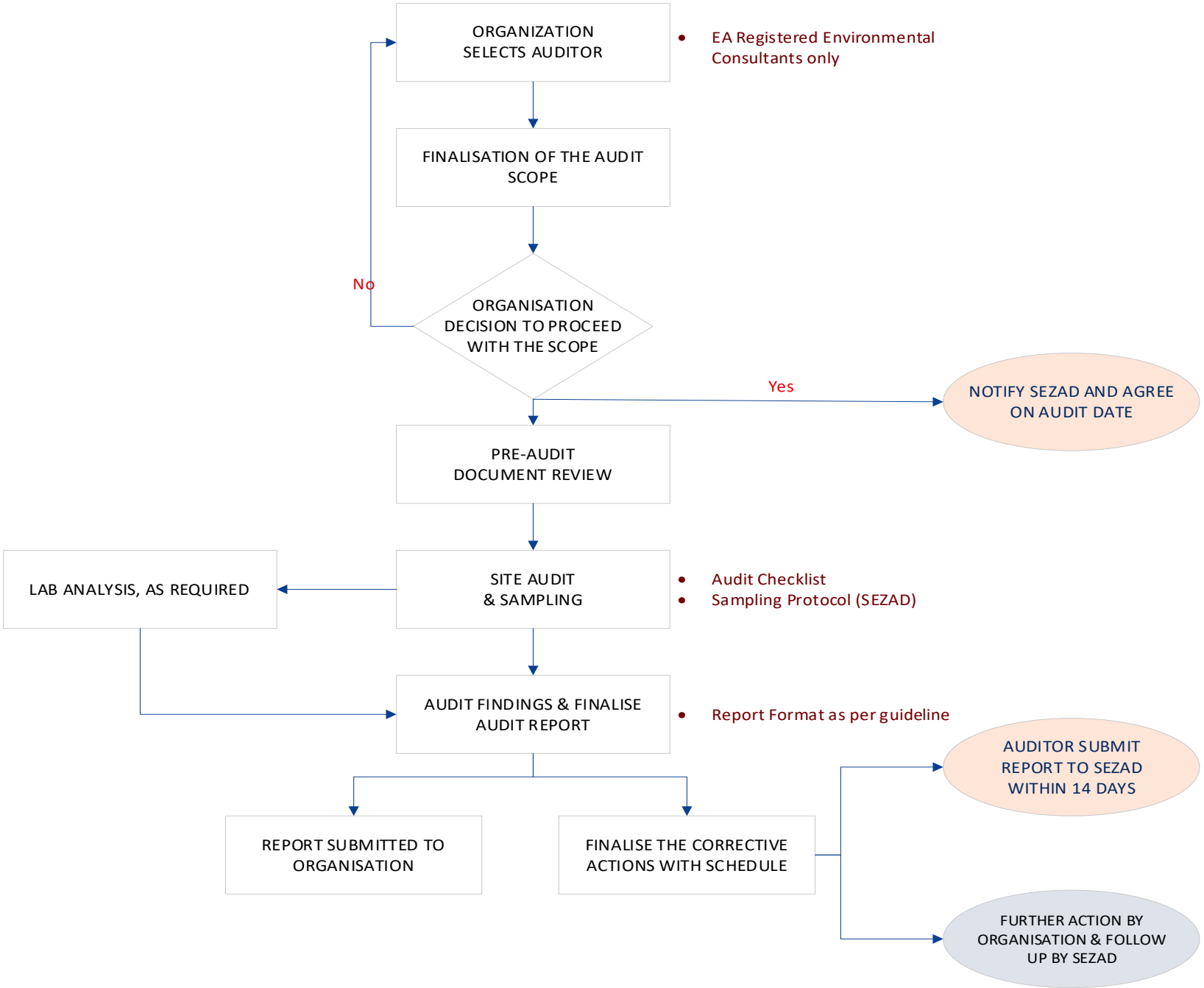
It is important to mention that the suggestions for improvement given by the Auditor during the audit process are not obligatory by law. The organization has the liberty to come up with its own analysis and propose an alternative approach that can produce equally or better outcomes. Nevertheless, it is crucial to inform and obtain approval from SEZAD promptly.

4.2.1 Report Distribution

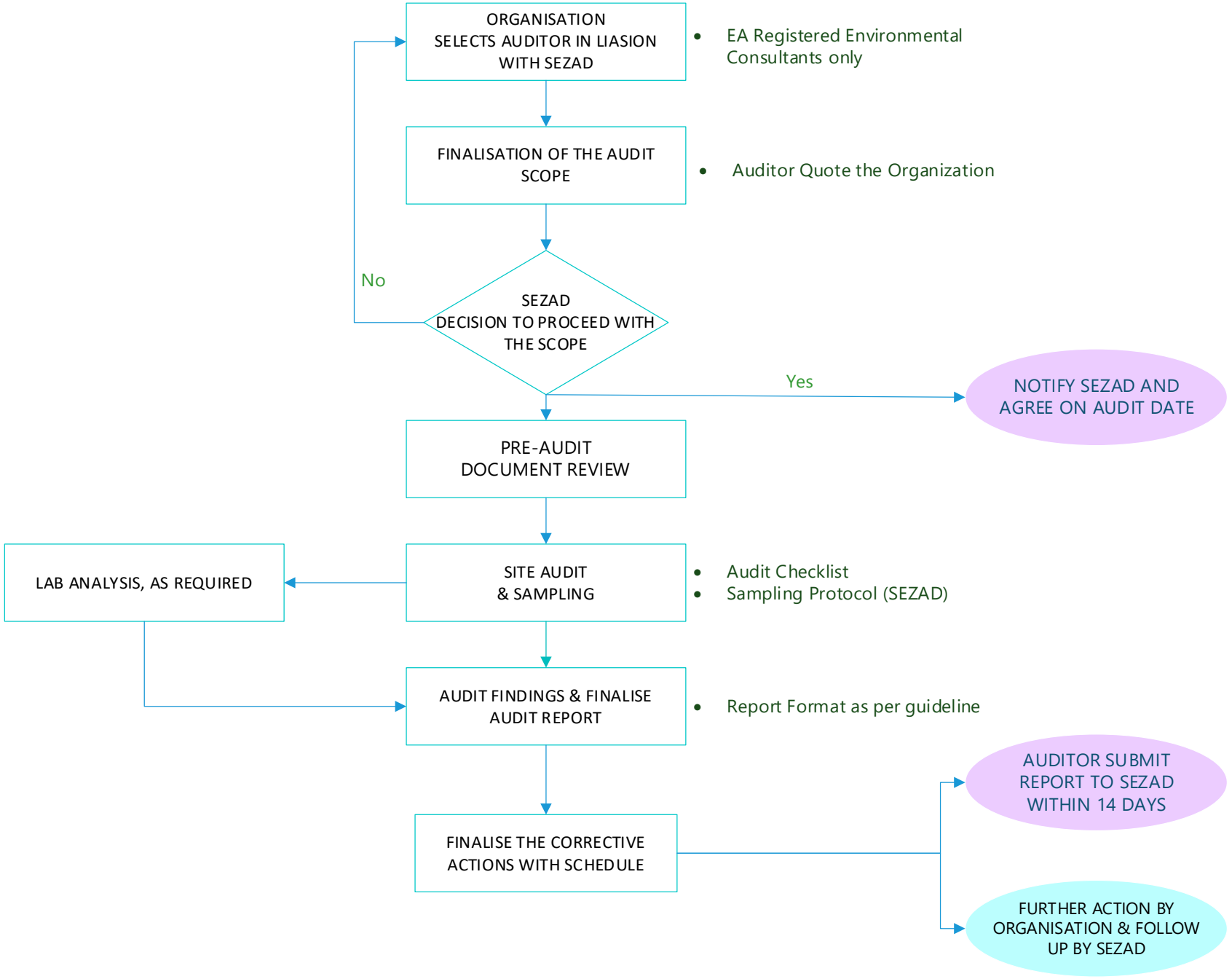
The appointed Auditor and the focal point in the audited organization must sign the audit report and submit it to SEZAD within 14 calendar days after the audit, unless SEZAD agrees otherwise. If any factual errors are discovered in the audit report, the organization must inform SEZAD of the necessary corrections.

The established reporting period is significant for the audit exercise and will be followed, unless SEZAD agrees otherwise or provides notification to the contrary.

Appendix-A - Environmental Audit Procedure (ESIA &EMP Compliance Audit)



Appendix-B- Environmental Audit Procedure (Environmental Damage)



Appendix-C Audit Checklist

Reference No.: SEZAD/EDD/(File No) -	
Name of the Company:	Date & Time of Audit:
Name of the Project:	Name of SEZAD Team
Name of the HSE/Focal Point of the Company:	Name of the Audit Team:
Construction/Operation Phase:	Weather Condition during Audit: (Windy, Sunny, Rainy, Dusty, Cloudy)

#	General	Y	N	NA	Comments
1	Is Environmental Permit available for the project? Whether Environmental Permits valid and displayed at site?				
2	Whether Environmental Record File E.g. Permits, Records, Reports etc. is maintained and documented				
	ESIA, EMP Documented				
	Permits				
	Waste and Wastewater Records				
	Internal and External Observation Reports including Close out Reports				
	Environmental Monitoring Reports				
3	Whether close out report for previous observation reports was submitted and complied.				
4	Whether company is aware of the Environmental conditions attached to the permit/license and are implementing the same.				
5	Any Internal Environmental Inspection carried out for the project/industry, documented?				
6	Any Major/Minor Environmental Incident occurred and reported to SEZAD e.g. Leakage, fuel spillages etc.				
7	Whether all materials and equipment's are contained within the project boundary				
8	Do the company/project have any issues or impacts with neighbouring industry, nearby settlement, migrating birds etc.				
9	Do the company/project have HSE Dept. to monitor the environmental aspects? If No, who is monitoring?				
10	Whether the company/project are complying the requirements and commitments specified in the ESIA/CEMP approved by SEZAD				
11	Whether the company/project are submitting the monitoring report as specified in ESIA/CEMP approved by SEZAD				
#	**Air Quality**	**Yes**	**No**	**N/A**	
1	Any dust (fugitive) and fumes visible and leaving the project boundary?				
2	Are the project sites watered (treated water) to minimize the dust generated?				
3	Do the company have portable equipment (fixed with tri-pod stand) for measuring dust levels? Is the equipment calibrated and valid?				
4	All vehicles carrying loads covered-over prior to leaving the site to avoid windblown dust generation?				
5	As described in ESIA or as requested by authority in permit condition any air pollution control devices installed e.g. dust cyclones, scrubbers, air filters, electrostatic precipitators, bag houses etc.				

#	General	Y	N	NA	Comments
6	As described in ESIA or as requested by the authority in permit condition any CEMS installed at stack?				
7	Emissions parameters from stationary sources are measured in accordance with approved ESIA/EMP Reports				
8	Are monitoring reports submitted to SEZAD for Ambient Air etc.				
9	Any accidental or unusual emission from stationary sources witnessed during inspection				
10	Are there any odor sources or any abnormal odor sensed during the visit and leaving the plant boundary (10 km radius)? If yes, adequate odor control measures taken as described in ESIA?				
11	Any CAAQMS installed for the project?				
#	**Noise**	**Yes**	**No**	**N/A**	
1	Is there any unusual noise or vibration from project site?				
2	Are monitoring reports submitted to SEZAD for Noise as described in ESIA/EMP?				
3	Are noise generating equipment's installed with acoustic control system				
4	Do the company have portable equipment (fixed with tri-pod stand) for measuring noise levels at the project boundary?				
#	**Discharge of Water/Wastewater to Marine/Land/Wadi/Sabkha Region**	**Yes**	**No**	**N/A**	
1	Whether Environmental License available, valid, documented and displayed				
2	Is wastewater treatment system being used and properly maintained? Are unit facilities installed as describe in ESIA?				
3	Any overload or excess of wastewater/sewerage water/treated effluent water from project resulting in disposal to Land, Wadi or Marine.				
4	Are wheel or vehicle washing facilities well maintained to prevent overflow, flooding sediment?				
5	Are monitoring reports submitted to SEZAD for any discharge of water/wastewater from ETP/STP/Desalination Plant?				
6	Is the discharge location and sampling location for laboratory analysis is as per the Environmental Permit/License				
7	Show us the location and working principle of monitoring control devices E.g. pH, Temperature, TDS etc. that has been installed for effluent water discharge as described in ESIA or as requested by authority in permit condition?				
#	**Wastes (both Hazardous and Non-hazardous)**	**Yes**	**No**	**N/A**	
1	Any waste management system implemented in your facility? If yes, show us your waste management system implemented.				
2	Is the work area free from all types of wastes and no fly-tipping				
3	Segregation of waste carried out at project site/Industry (Both Hazardous and Non-Hazardous)				
4	Show us the designated area for storage of all types of wastes (Both Non-Hazardous and Hazardous including both solids & liquids waste) at your facility as described in ESIA or as requested by the authority in permit condition.				
5	Is the waste storage area neat and tidy, barricaded with suitable signage				
6	Show us the waste inventory and consignment records for all the types of waste at your facility				

#	General	Y	N	NA	Comments
7	Do the company implement and practice the 4 'R's principle i.e. Reduction, Reuse, Recycle, and Recovery				
#	**Septic or Holding Tank**	**Yes**	**No**	**N/A**	
1	Is a septic or holding tank immersed inside the concrete flooring and four-sided walls to avoid leak penetrating the ground?				
2	Is the area neat and tidy, barricaded				
3	Is wastewater from toilets, and washing rooms routed to the septic or holding tank rather than discharging directly to the land, wadis etc.				
4	Consignment records available and documented for wastewater discharge to SEZAD STP?				
#	**Chemical**	**Yes**	**No**	**N/A**	
1	Provide the list of chemicals manufactured, stored or used for plant facility.				
2	Is the license available, valid and documented for manufacture of chemicals and usage of chemicals				
3	If any chemicals are imported or exported, please specify the quantity, license and inventory records for the same				
4	Whether all chemicals are stored in a designated area as per MD 25/2009 standards e.g. Segregation of Chemicals based on the classification, proper labelling as per GHS (Globally Harmonized System (GHS), concrete flooring, bund or secondary containment, Warning Signage's, Fire Fighting Services, spill kits & SDS displayed				
5	Copy of MSDS and chemical inventory documented for reference				
#	**Storage of Gas Cylinders**	**Yes**	**No**	**N/A**	
1	Are they located and stored in a secure (caged), well-ventilated area, protected from weather, corrosion, and heat sources?				
2	Are cylinders of different gases segregated from each other, especially Oxygen and Acetylene Cylinders				
3	Are they stored securely in the upright position and chained				
4	Are empty cylinders marked/tagged and stored separately?				
#	**Radioactive**	**Yes**	**No**	**N/A**	
1	Are radioactive materials used for the project?				
2	Are radioactive materials stored as per MD 281/2003				
3	Third-party certificate for the equipment & operator valid and documented				
4	License, ROP Clearance for usage, transportation available, valid and documented				
5	Emergency procedures, written procedures, staff structure with well-defined roles and responsibilities, staff training records available and documented				
6	Any monitoring carried out for dose rate for the storage area and documented.				
#	**Soil & Groundwater**	**Yes**	**No**	**N/A**	
1	Are oil drums, chemical storage areas, and Diesel Generators (DG) provided with drip trays or concrete flooring with a bund to avoid contaminating the ground in case of leakage?				
2	Are drip trays free from oil and water?				
3	Any contamination envisaged during the visit that has contaminated the soil, groundwater, or both.				

#	General	Y	N	NA	Comments
4	Any stagnant wastewater i.e. breeding of green algae, mosquitos witnessed during the visit that has contaminated the ground.				
5	Others, if any specify				
#	**Protection of Flora, Fauna and Cultural Heritage**	**Yes**	**No**	**N/A**	
1	Does the project site contain the protected habitats of endangered species designated by Omani laws or international treaties and conventions?				
2	Is there a possibility that the project will adversely affect vegetation and wildlife? If significant impacts are anticipated, are adequate measures taken to reduce the impacts on vegetation and wildlife?				
3	Are any plants, trees, or vegetation damaged during the time of inspection?				
4	Any off-road driving observed causing harm or loss of flora or fauna during the inspection.				
5	Any historical heritage exists on site? If yes, ensure appropriate measures taken to preserve it in accordance with applicable laws and regulations.				
6	Any re-plantation or landscaping carried within the project boundary?				
#	**Resources Conservation**	**Yes**	**No**	**N/A**	
1	Is treated water recycled wherever possible for dust suppression or landscaping?				
2	Is water pipe leakage and wastage envisaged?				
3	Are diesel-powered plants and equipment's shut off while not in use to reduce excessive use?				
4	Are energy conservation practices adopted at project site or factory?				
5	Any Renewable energy (solar panels) installed for street lights, flat roofs of the industrial buildings to minimize use of electricity				
#	**Emergency Preparedness and Response**	**Yes**	**No**	**N/A**	
1	Are fire extinguishers/fighting facilities properly maintained and not expired?				
2	Are accidents and incidents reported and recorded?				
3	Is the Spill kit available at the designated area i.e. chemical storage area, and the flammable liquids storage area to contain the spill in case of any accidental spillage?				
#	**Social**	**Yes**	**No**	**N/A**	
1	Any Environmental Issues from the facility that has an effect on your work and health				
2	Any environmental training or awareness conducted at your facility				
#	**Workshop Area**	**Yes**	**No**	**N/A**	
1	Is the workshop area free from all types of waste and no fly-tipping				
2	Designated areas and Bins are available for storage of all types of wastes (Both Non-Hazardous and Hazardous).				
3	Is the waste storage area neat and tidy, barricaded				
4	Consignment notes, and waste records available for every transfer of wastes				
5	Industrial gases - cylinders secures in an upright position; bottles color code/gas name stenciled on the bottle; gas storage fire resistant/ideally separate building or in stores and not stored under direct sunlight				
6	Adequate storage for materials in the workshop - flammables/chemicals stored separately-shelving secured/not overloaded/safe access				

#	General	Y	N	NA	Comments
7	Electrical panel(s) clearly marked/accessible - panel doors kept closed; Warning sign in place				
8	Painting/grit blasting equipment - blaster has a hood with an air supply/body suit; blast area isolated from other work areas; shop blasters in the booth with negative pressure; respirators available for painting				
9	Welding/cutting area - no flammable material in the booth or nearby; fire extinguishers/fire blankets readily available; cutting equipment regularly inspected; welding shields in place				
10	Compressed gas storage - fireproof storage if inside/well ventilated; oxygen stored separately or firewall between other gases; bottles secured in upright position/caps on				
11	Any visible contamination that has contaminated the soil, groundwater or both				
12	A dedicated area is available for vehicle washing with proper collection of wash water				
#	**Conclusion of Site Visit**	**Yes**	**No**	**N/A**	
1	Is the company complying with all conditions mentioned in the environmental permit?				
2	Were any major or minor violations observed during the inspection?				