

project check lists environmental management

use in conjunction with the
current specification
for environmental management

INTRODUCTION

It is difficult during a visit to a construction site to memorise all of the details that need to be checked and while the obvious ones stand out, many other items that should be checked are forgotten. Supervisors may get distracted or over extended due to time constraints and overlook items that may have more serious consequences later in the project.

These Check Lists provide a guide to the inspections that are required on site for a particular project. They are a précis of the full clauses in the project specification and can be referred back to the specification if the full text of the particular item is required. The Check Lists will remind you of virtually every potential problem in materials, workmanship and coordination between trades.

Project specific checks may be added to the Check Lists for individual projects and the experience of Supervisors can be shared by the addition of particular checks on items or operations that are generally of concern on site. In this case less experienced Supervisors can use these Check Lists to provide them with the back-up of more experienced officers.

Provide one copy of the Check Lists book to the Supervisor and one copy to the Contractor for the particular project.

HOW TO USE THESE CHECK LISTS

Take photocopies of the relevant Check List sections before going on site and study these.

Mark any items in the Check List that are of particular concern.

At the project site, check off the work against the Check Lists and make notes of any action required in the space provided.

When the work is completed and the final check has been made sign off and date in the box provided. There is also space to provide comments.

Keep a record of all of the completed Check Lists for future reference if required. These could prove to be valuable if disputes arise on the project.

There is no better way to document actual site conditions or details than by photographs, so don't forget to take a camera on site and take images to go with particular items in the Check Lists.

HOLD POINTS AND WITNESS POINTS SCHEDULES

Read this Check List in conjunction with the schedules of Hold Points and Witness points.

FURTHER DEVELOPMENT

If you have any suggestions to improve on these Check Lists or the system in general please contact

Specification Services.
3rd Floor Highway House, Palmerston.
[Email: Specification.Services@nt.gov.au](mailto:Specification.Services@nt.gov.au)

Comments from in-house staff, consultants or contractors are most welcome.

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| 5.26 PCL ENV MGMT | 2019.04 | December 2019 | 13/12/2019 |

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – ENVIRONMENTAL MANAGEMENT

| | | | |
|------------|--|-----------|--|
| PROJECT | | SPEC. NO. | |
| Checked by | | Title | |
| Work lot | | Date | |

Support Documentation is available at:

<https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications/environmental-management>

TESTS

| Spec.Ref. | Item | Checked – Initial and date |
|-----------|--|----------------------------|
| 1.2 | ITPs submitted | |
| 23.1 | <ul style="list-style-type: none"> • Water testing • Schedule and results submitted to supervisor | |
| 24.1 | <ul style="list-style-type: none"> • Potable water piping testing – pressure, chlorination and bacteriological • Results submitted to supervisor | |
| 36 | <ul style="list-style-type: none"> • Environmental monitoring • Sediment basin water release – turbidity testing | |

COMPLIANCE CHECKS – REFER SPECIFICATION

| Spec. Ref. | Item | Checked – Initial and Date |
|--|---|----------------------------|
| CONTRACTOR’S ENVIRONMENTAL MANAGEMENT PLAN (CEMP) | | |
| 5.1 | Submission of CEMP | |
| EROSION AND SEDIMENT CONTROL PLAN (ESCP) | | |
| 6.1 | Submission of ESCP | |
| ACID SULFATE SOILS MANAGEMENT PLAN (ASSMP) | | |
| 7.1 | Submission of ASSMP | |
| WEED MANAGEMENT PLAN (WMP) | | |
| 8.1 | Submission of WMP | |
| 8.4 | Cleaning of vehicles and Plant - Certification that cleaning took place | |
| ASBESTOS MANAGEMENT PLAN (AMP) | | |
| 9.1 | Submission of AMP | |
| OTHER MANAGEMENT PLANS | | |
| 10 | Other management plans: <ul style="list-style-type: none"> • PFAS • Heavy metals • Hydrocarbon compounds | |

| Spec. Ref. | Item | Checked – Initial and Date |
|---|--|----------------------------|
| CLEARANCES AND APPROVALS | | |
| 11 | Clearances and approvals during project planning: <ul style="list-style-type: none"> • AAPA • Consent from the relevant Land Council that allows for works on Aboriginal land • Clearances from the relevant Land Council for the extraction of gravel and water on Aboriginal land | |
| LICENCES, PERMITS AND PERMISSIONS | | |
| 12 | Licences, permits and permissions: <ul style="list-style-type: none"> • Permission to access pastoral, private or Aboriginal owned land • Permissions to extract water and/or minerals from pastoral or private land • Swipe card or Power and Water Corporation (PWC) Meter number for use • Permits from the relevant Land Council that allows for Contractors to enter and remain on Aboriginal land • Permits from the entities with jurisdiction over the land to carry out the works, and/or activities associated with the works, on that land • Approval from Department of Health (DoH) for on-site effluent disposal system • Registration of camp commercial food preparation facilities | |
| LAND ACCESS | | |
| 13.1 | Submission of copy of written permission from the owner, the lessee, the government operator, or, in the case of Aboriginal Land, a permit from the relevant Land Council | |
| CULTURAL AND HERITAGE CLEARANCES | | |
| 14.1 | Submission of Clearance(s)/consent(s) from Aboriginal Land Council(s) with jurisdiction over the site(s) of the works for all works on Aboriginal Land before commencing works | |
| 14.2 | Submission of AAPA Certificate(s) for areas, if not provided by the Principal or Superintendent | |
| PROTECTION OF CULTURAL AND HERITAGE ITEMS AND PLACES | | |
| 15.1 | <ul style="list-style-type: none"> • Protection of site as specified • Notification given if items of cultural significance found • All personal have received training and have been made aware of their responsibilities • Areas to be protected identified on a map, and by fencing or similar if required • Breaches of Acts dealt with as specified | |
| PERMIT TO CLEAR NATIVE VEGETATION | | |
| 16.1 | Submission of copy/copies of permit(s) to clear native vegetation | |
| SITE CONTROL APPROVAL | | |

| Spec. Ref. | Item | Checked – Initial and Date |
|--|---|----------------------------|
| 17.1 | Permission required for any detours, turnarounds or equipment lay down areas | |
| 17.2 | Site staff required for environmental management for tier 4 and tier 5 contracts | |
| CAMP SITE / COMPOUND / WORKSHOP PERMISSION | | |
| 18.1 | Department of Health (DoH) submissions: <ul style="list-style-type: none"> • Written approval from DoH for any proposed on-site effluent disposal system • Written approval from DoH for any proposed kitchen and/or food handling facility | |
| 18.2 | Rehabilitation of the camp site/compound/workshop before final demobilisation | |
| MATERIALS EXTRACTION APPROVAL/CLEARANCE | | |
| 19.1 | Submission of approvals and Clearances: <ul style="list-style-type: none"> • AAPA clearance • EPA clearance • Heritage clearance • Land Council clearance • Land owner permission • Service authorities • Environment Services • Endorsement of Pit Management • Plans | |
| REQUIREMENTS FOR EXTRACTIVE OPERATIONS IN NORTHERN LAND COUNCIL AREAS | | |
| 20 | Conditions as specified | |
| STOCKPILE MANAGEMENT | | |
| 21 | <ul style="list-style-type: none"> • Erosion and sediment control measures in place • Placement locations as specified • Topsoil stockpiles not more than 2 m • All other stockpiles not more than 3 m | |
| 21.1 | Approval required for stockpiles in excess of 2 m height | |
| WATER EXTRACTION LICENCE | | |
| 22.1 | Submission of a copy of Water Extraction Licence | |
| WATER EXTRACTION APPROVAL | | |
| 23.1 | Submission of written permission from the owner or lessee if water extraction is proposed from: <ul style="list-style-type: none"> • A private bore • Dam • Power and Water Corporation (PWC) hydrant or stand pipe • Waterway | |
| 23.2 | Submission of approvals for water extraction from hydrants and standpipes | |
| 23.3 | Submission of approvals to extract water from any bore which is not an NTG Road Bore | |
| 23.4 | Submission of approvals to extract surface water | |

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| WATER QUALITY | | |
| 24 | <ul style="list-style-type: none"> • Soil erosion and sediment controls in place • Water quality test results | |
| 24.1 | Potable water pipework commissioning: <ul style="list-style-type: none"> • Testing for pressure, residual chlorine levels, and bacteria, as specified • Approval of chlorinated water discharge locations • PWC notification before flushing | |
| 24.2 | Surface water management as specified | |
| CONSTRUCTION SITE DEWATERING | | |
| 25.1 | Approval required for proposed dewatering activities | |
| 25.2 | Dewatering water quality release requirements as specified and to PWC requirements | |
| VEGETATION MANAGEMENT | | |
| 26.1 | Trees to remain protected | |
| 26.2 | Threatened species – responses as specified | |
| 26.3 | Site clearing: <ul style="list-style-type: none"> • Areas to be cleared clearly identified • Areas to be cleared reflect drawings • Excess material removed in accordance with local authority requirements and guidelines | |
| 26.4 | Pruning of amenity trees: <ul style="list-style-type: none"> • Pruning of amenity trees supervised by qualified arborist • Approval required for tree lopping or heavy pruning | |
| 26.5 | Lighting of fires <ul style="list-style-type: none"> • Written approval required for camp fires • Sand buckets in place for cigarette butts | |
| FAUNA MANAGEMENT | | |
| 27 | Trees to be removed inspected for presence of fauna | |
| 27.1 | Response as specified if threatened species found on work site | |
| ANIMAL MANAGEMENT | | |
| 28 | <ul style="list-style-type: none"> • Prevent the establishment of mosquito breeding habitat • Personal protective measures for areas known for biting insects • Written approval required for camp dogs | |
| COMMUNITY LIAISON | | |
| 29.1 | Local residents and businesses, including Aboriginal communities, notified about new or changed construction activities | |
| 29.2 | Register of complaints | |

| Spec. Ref. | Item | Checked – Initial and Date |
|---------------------------------|--|----------------------------|
| AIR QUALITY | | |
| 30 | Appropriate measures in place to minimise smoke, dust, mud transfer, pesticides and other substances | |
| NOISE CONTROL | | |
| 31 | Appropriate measures in place to minimise noise resulting from the work activities | |
| 31.1 | Acoustic canopies and engine exhaust silencers fitted to compressors | |
| 31.2 | Jackhammers fitted with silencers | |
| 31.3 | Ground vibration and air blast controlled as specified | |
| PRESERVE VISUAL VALUES | | |
| 32 | <ul style="list-style-type: none"> • Visual amenity of adjacent land maintained • Temporary lighting minimises nuisance to residents and traffic | |
| CONTAMINATION MANAGEMENT | | |
| 33.1 | Chemicals, dangerous goods and other potential contaminant: <ul style="list-style-type: none"> • Transportation of chemicals and dangerous goods to NT and National legislation • Storage and handling to manufacturer's instructions and Safety Data Sheets (SDS) • No spillage on site | |
| 33.2 | Spillage prevention and containment: <ul style="list-style-type: none"> • Bunded storage area as specified • Vehicles and machinery maintained with no visible leaks • Spill clean-up equipment and materials available on site • Personnel appropriately trained in the use of spill clean-up equipment | |
| WASTE MANAGEMENT | | |
| 34.1 | Waste management register: <ul style="list-style-type: none"> • Available and up to date • Register to include: <ul style="list-style-type: none"> Type Tonnes How and where the waste was reused, recycled, stockpiled or disposed Date Name of transporter <ul style="list-style-type: none"> • Receipt of commercial waste disposal | |
| 34.2 | Materials with recycled content used as specified | |
| 34.3 | Hazardous waste and materials managed as specified | |
| 34.4 | Effluent disposal: <ul style="list-style-type: none"> • Discharged to an approved facility • Septic tank installations certification as specified | |
| 34.5 | Illegal dumping: All waste removed from site and disposed legally at a licenced, legal waste facility | |

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ENVIRONMENTAL MANAGEMENT

| Spec. Ref. | Item | Checked – Initial and Date |
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| 34.6 | Notification of the transporting and depositing of waste: Approval required for transportation to non-licenced waste facilities Approval required from NT EPA for transportation of prescribed waste specified in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations | |
| REHABILITATION OF EXTRACTION AREAS, DETOURS AND ACCESS TRACKS | | |
| 35 | Unused rock and gravel material spread back over disturbed area Extraction area ripped to 100-200 mm Stockpiled topsoil spread back over disturbed areas Native seed spread if specified in the RFT Cleared vegetation spread back over disturbed area | |
| ENVIRONMENTAL MONITORING | | |
| 36 | Monitoring and inspections as specified Records of environmental monitoring maintained and provided as specified | |
| AUDITS | | |
| 37 | Contractor risk based self auditing program Records of results including non-conformances maintained Scheduled and non-scheduled audits as specified | |
| NON CONFORMANCE | | |
| 38 | Issue of: Instruction to Contractor Corrective Action Request Non-Conformance Report | |

