



Dept / Locations : _____ Page : _____

Interviewee : _____ Date of visit : _____

Prepared by : _____

1) General Information

a) Organization Structure (Department personnel and structure chart)

Large empty rectangular box for organization structure details.

Question	Comments
b) Current activities / processes / products	<i>(List activities or provide process flow)</i>
c) No. of employees	
d) Environmental coordinator	
e) Type of facilities	<i>(Office / lab / workshop / warehouse / others)</i>
f) Type of plant(s) / machinery	<i>(List of plant / machinery utilised)</i>
g) Types of goods provided by major suppliers	<i>(List of major suppliers and their product type)</i>
h) Types of services provided by major contractors	<i>(List of major contractors and their product type)</i>
i) Any future activities / services	



2) Materials and Energy Usage and Control

Question	Comments
a) Major materials consumed and quantities	<i>(Material inventory / Purchasing record)</i>
b) Materials purchasing policy	
c) Materials usage control and/or recycling practices	
d) Water consumption	
e) Major water usage group (s)	
f) Any water treatment facilities	
g) Water control policy or conservation measure	
h) Electricity consumption	
i) Major electricity usage group(s)	
j) Electricity conservation measures	
k) Type of fuel consumed and quantity	
l) Major fuel usage group(s)	
m) Fuel conservation measures	
n) Other material conservation policy / measures	

3) Materials Storage and Handling

Question	Comments
a) Types and quantity of materials stored	<i>(List of chemicals)</i>
b) Specifications (e.g. MSDS)	
c) Material inventory control	<i>(Inventory control procedure)</i>
d) Expired / off-specification products records	
e) Spill / leakage record, time	
f) Spill kits / tools	

4) Wastewater Management

Question	Comments
a) Wastewater sources	
b) Characteristics of wastewater	<i>(Wastewater analysis reports)</i>
c) Wastewater treatment method	<i>(Any treatment process flow diagram and system operating manuals)</i>
d) Wastewater recycling / reuse / minimization measures	
e) Wastewater discharges to	<i>(Layout indicated with discharge points)</i>
f) Relevant discharge licenses and regulatory requirements	
g) Records of wastewater discharges	



5) Air Emission Management

Question	Comments
a) Air emission sources	
b) Characteristics of air emissions	<i>(Air emission analysis reports)</i>
c) Air pollution control method	<i>(Any treatment process flow diagram and system operating manuals)</i>
d) Air emission minimization measures	
e) Air emission releases to	
f) Relevant environmental legislation and requirements / licenses	
g) Records of air emission	

6) Chemical Waste Management

Question	Comments
a) Chemical waste sources	
b) Characteristics of chemical waste	<i>(List of type of chemical wastes)</i>
c) Chemical waste handling / treatment method	<i>(Any treatment process flow diagram and system operating manuals or List of waste collectors)</i>
d) Chemical waste recycling / minimization measures	
e) Chemical waste disposal	
f) Relevant disposal licenses and regulatory requirements	
g) Records of chemical waste disposal	

7) Solid Waste Management

Question	Comments
a) Major types of solid waste	
b) Generation quantity	
c) Waste disposal method	<i>(List of waste collectors if on-site disposal)</i>
d) Waste reduction / recycling measures	
e) Relevant regulatory requirements on waste disposal / licenses	
f) Record of solid waste disposal	



8) Noise and Other Waste Management

Question	Comments
a) Noise sources and noise level	<i>(Noise analysis reports)</i>
b) Noise control method	<i>(Any noise control process flow diagram and system operating manuals)</i>
c) Noise control regulations / standards	
d) Radioactive waste sources	
e) Types of radioactive waste and quantity	
f) Regulatory requirements / licenses	

9) Environmental Incidents / Accidents

Question	Comments
a) Nonconformity (e.g. material leakage, complaint, warning, non-compliance record)	
b) Date and time of occurrence	
c) Causes of nonconformity	
d) Corrective action	

10) Environmental Training

Question	Comments
a) Existing environmental training programmes (name, time, target staff)	
b) Future training plan	

11) Environmental Audit

Question	Comments
a) Any environmental audit conducted	
b) Auditing scope, location	
c) Auditor / auditing firm	



12) Supplier and Contractor Consideration

Question	Comments
a) List of major suppliers and contractors	
b) Environmental assessment of suppliers and contractors on their products or services	
c) Selection criteria for suppliers / contractors	

Question	Comments
d) Environmental Policy	
e) Legal and Other Requirements	<i>(Relevant environmental regulations / requirements)</i>
f) Environmental Aspects	
g) Objectives, Targets and Programmes	
h) Resources, Roles, Responsibility and Authority	
i) Competence, Training and Awareness	
j) Communication	
k) Documentation	
l) Control of Documents	
m) Operational Control	<i>(Company operating procedures, Work Instruction)</i>
n) Emergency Preparedness and Response	
i) Existing emergency plans and procedures for dealing with environmental incidents (e.g. accidental emissions, discharge, leakage...etc.)	
ii) Relevant guidance documents / guidelines	
iii) Type of drills conducted, records	
o) Monitoring and Measurement	
p) Evaluation of Compliance	
q) Nonconformity and Preventive Action and Corrective Action	
r) Control of Records	
s) Internal Audit	<i>(Environmental audit reports)</i>
t) Management Review	
u) Environmental Initiatives	
v)	