



Environmental Permit / License Compliance Audit Form (formerly MTL)



Project Name:	Project Number:	
Scope of Audit: general operational or audit of specific area / section of the works?		

Mobile Treatment Permit

Treatment Technologies	Undertaken on site?
Air Sparging	
Bioremediation	
Biosparging	
Bioventing	
Chemical Treatment	
Soil Vapour Extraction	
Soil Flushing	
Soil Washing	
Solidification	
Stabilisation	
Thermal Treatment	
Treatment Plant (blending, mixing, screening, particle separation, etc)	
Other	

EA/NRW/SEPA? Deployment Ref. and operational start and end dates:

Permitted Activity	Issuing Body and Document Ref.
EP/ Mobile Treatment Permit	
Abstraction	
Discharge (surface, groundwater or sewer)	

Compliance Assessment: Guidance notes and prompts for completion are detailed in the rear of this document and should be read before completing the audit / assessment.

Infrastructure

- 1) Engineering for prevention and control of emissions
- 2) Closure and decommissioning
- 3) Site drainage engineering (clean and foul)
- 4) Containment of stored materials
- 5) Plant and equipment

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

1)	
2)	
3)	
4)	
5)	

General Management

- 1) Staff competency/ training
- 2) Management system and operating procedures
- 3) Materials acceptance
- 4) Storage, handling, labelling and segregation

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

1)	
2)	
3)	
4)	

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Incident Management

- 1) Site security
- 2) Accident, emergency and incident planning

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

- 1)
- 2)

Emissions

- 1) Air
- 2) Land and groundwater
- 3) Surface water
- 4) Sewer
- 5) Waste

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

- 1)
- 2)
- 3)
- 4)
- 5)

Amenity

- 1) Odour
- 2) Noise
- 3) Vibration
- 4) Dust/ fibres/ particulates and litter
- 5) Pets, birds and scavengers
- 6) Deposits on road

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

- 1)
- 2)
- 3)
- 4)
- 5)

Monitoring and Records, Maintenance and Reporting

- 1) Monitoring of emissions and environment
- 2) Records of activity, diary, any complaints received
- 3) Maintenance records
- 4) Reporting and notification to the Environment Agency

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

- 1)
- 2)
- 3)
- 4)

Resource Efficiency

- 1) Efficient use of raw materials
- 2) Energy efficiency

Assess

Non-Compliance

Comments (areas for improvement and points of good practice):

- 1)
- 2)

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Technically Competant Person: Is attendance by a COTC WAMITAB qualified person being recorded on site files and does their attendance meet the minimum as set out in the deployment form?

Corrective Actions for Any Non-Compliance / Visit Comments

- 1
- 2
- 3
- 4
- 5
- 6

Project Manager:	Signed:	Date:
Site Manager:	Signed:	Date:
Auditor:	Signed:	Date:

Notes For Completion

Key to Completion:
 A = Assessed/ Assessed in part (no evidence of non-compliance)
 ATL = Approach to Limit - E.G. Environmental reports due, dusts near site limit etc.
 N/A = Not Applicable - E.G. No discharge to drainage etc.
 N = Not Assessed - E.G. Deposits on road as outside MTL etc.
 AR= Action Required, e.g. an issues which needs resolving

Compliance Classification Scheme (CCS):

Cat 1 Breach - A non compliance which has a potentially major environmental effect.
 E.G. - Contamination spillage to waterway or drainage linked to waterways. Dusts to residential
 Cat 2 Breach - A non compliance which has a potentially significant environmental effect
 E.G. - On site contaminative spillage due to filled/ broken bunds. Unbunded contaminated stockpiles etc
 Cat 3 Breach - A non compliance which has a potentially minor environmental effect
 E.G. - Uncovered stockpiles releasing odours/vapours, excessive noise, unlocked IBCs, missing monitoring.
 Cat 4 Breach - A non compliance which has no potential environmental effect.
 E.G. Uncompleted site diary, uncompleted EA monitoring reports, missing signage and paperwork

Typical examples and further prompts on items to check under each section.

Infrastructure

- 1) Engineering for prevention and control of emissions:** Are covers on the stockpiles/biopiles/treatment
- 2) Closure and decommissioning:** Are works being undertaken? Do they create environmental risks?
- 3) Site drainage:** Are these present? What condition are they in? Environmental risks?
 Are drainage plans available? Is it suitable for used i.e. damaged. Is discharge agreed? Is it protected?
- 4) Containment of stored materials:** Are treatment liquids, fuels, oils etc. appropriately stored / contained?
- 5) Plant and equipment:** Is there any obvious damage? Is it clean and in good condition? Are PUWER checks being undertaken / recorded. Does the plant compare to schematic drawing? Has the MTL area been installed in
- 5) Signage:** Is all plant, waste and/or stockpiles signed appropriately? Is the MTL sign prominent and located on the front gate to the site?

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General Management

- 1) Staff competency/ training:** Is the member of staff managing the works fully conversant with the permit / licence requirements?
- 2) Management / Operating procedures:** Are the appropriate RAMS, PPE/RPE understood, signed up to and operations accurately reflect these?
- 3) Materials acceptance:** For bio - Is there assessment of excavations/quarantine by physical, olfactory or chemical means? for HVE Has the contamination been delineated and productive wells targeted?
- 4) Storage, handling, labelling and segregation.** Is material under MTL appropriately stored and labelled. Are stockpiles segregated or treatment batches signed? Are all items of plant labeled and detailed on a site plan?

Incident Management

- 1) Site Security:** Check infrastructure and procedures in place (fencing, padlocks, CCTV, guards etc).
- 2) Accident, emergency and incident planning:** Is the hospital location plan, incidence response flow chart and emergency contacts signage posted? Assess the procedures, check when the last drill was undertaken, was it recorded and what were the lessons learned?

Emmissions

- 1) Air:** Consider dust, fumes, vapours etc
- 2) Land and groundwater:** Any spills to the ground? Underlying ground conditions and aquifer? Is this considered and managed in the RAMs and on site?
- 3) Surface water:** Where are the nearest rivers/streams? Are they identified on the RAMs? What risks are posed to them and are they managed?
- 4) Sewer:** Is the discharge permit in place? Sampling regime and laboratory results compaired against this permit?
- 5) Waste:** Is this being suitably segregated, characterised, managed with the appropriate duty of care.

Amenity

- 1) and 2) Odour and Noise:** Are odours or noise associated with the MTL works significant at the site boundary or welfare? Is the appropriate frequency of monitoring being undertaken and recorded?
- 3) Vibration:** Is vibration considered to be significant? What are the potential receptors? Do we need to undertake monitoring?
- 4) Dust/ fibres/ particulates and litter:** Is significant dust etc. associated with the MTL works blown around the site? Is there litter or other waste within the MTL areas or bunds? Is the MTL area clean / tidy?
- 5) Pets birds and scavengers:** Consider the potential risks posed by things like cats/dogs, seagulls, foxs, rats. General maintainance in managing waste and waste containers
- 6) Deposits on road:** Is there mud/liquids/debris on the roads associated with the MTL Works?

Monitoring and Records, Maintenance and Reporting

- 1) MTL Application:** Is a copy of the MTL application, the licence, agreement and associated correspondence held on site? Is it understood by the site management?
- 2) MTL Monitoring Locations:** Are the locations signed and do they match the MTL drawing? Are they protected from damage and theft?
- 3) Environmental Monitoring:** Undertaken in accordance with the MTL requirements?
- 4) Maintenance records:** Is maintenance and weekly checks undertaken in accordance with internal procedures and MTL requirements?
- 5) Records of activity, site diary:** Are operational times recorded? Is the site diary compliant with the MTL requirements? Check quantities of materials do not breach the relevant permit and that systems are in place so this cannot happen.
- 6) Reporting and notification to the Environment Agency:** Are all the required reports sent to the EA on time? Are copies held on site?

Resource Efficiency

- 1) Use of raw materials:** Is diesel being used appropriately i.e. is electricity available?
- 2) Energy efficiency:** Is correct size genny used? Is running time reviewed? Is treatment system or turning optimised? Are there any renewable energy product alternatives available?

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