

Section 9
SITE ENVIRONMENTAL AUDIT

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9.1 Site Inspections

9.1.1 Site Inspections provide a direct means to trigger and enforce the specified environmental protection and pollution control measures. They shall be undertaken routinely by the ET Leader to inspect the construction activities to order to ensure that appropriate environmental protection and pollution control mitigation measures are properly implemented. With well defined pollution control and mitigation specifications and a well established site inspection, deficiency and action reporting system, the site inspection is one of the most effective tools to enforce the environmental protection requirements on the construction site.

9.1.2 The ET Leader is responsible for formulation of the environmental site inspection, deficiency and action reporting system, and for carrying out the site inspection works. The ET Leader shall submit a proposal on the site inspection, deficiency and action reporting procedures within 21 days of the construction contract commencement to the Contractor and IC(E) for agreement and to the ER for approval.

9.1.3 Regular site inspections shall be carried out at least once per week. The areas of inspection shall not be limited to the pollution control and mitigation measures within the site; they should also include the environmental situation outside the site area which is likely to be affected, directly or indirectly, by the site activities. The ET Leader shall make reference to the following information in conducting the inspections:

- (a) The EIA recommendations on environmental protection and pollution control mitigation measures;
- (b) Works progress and programme;
- (c) Individual works methodology proposals (which shall include proposal on associated pollution control measures);
- (d) The Contract Specifications on environmental protection;
- (e) The relevant environmental protection and pollution control laws; and
- (f) Previous site inspection results.

9.1.4 The Contractor shall update the ET Leader with all relevant information of the construction contract for the ET Leader to carry out the site inspections. The inspection results and its associated recommendations on improvements to the environmental protection and pollution control works shall be submitted to the IC(E) and the Contractor within 24 hours, for reference and for taking immediate action. The Contractor shall follow the procedures and time-frame as stipulated in the environmental site inspection, deficiency and action reporting system formulated by the ET Leader to report on any remedial measures subsequent to the site inspections.

9.1.5 Ad hoc site inspections shall also be carried out if significant environmental problems are identified. Inspections may also be required subsequent to receipt of an environmental complaint, or as part of the investigation work, as specified in the Action Plan for EM&A.

9.2 Compliance with Legal and Contractual Requirements

9.2.1 There are contractual environmental protection and pollution control requirements as well as environmental protection and pollution control laws to Hong Kong for which the construction activities shall comply with.

9.2.2 In order to ensure that the works are in compliance with the contractual requirements, all the works method statements submitted by the Contractor to the ER for approval shall also be sent to the ET Leader for vetting to see whether sufficient environmental protection and pollution control measures have been included.

9.2.3 The ET Leader shall also review the progress and programme of the works to check that relevant environmental laws have not been violated, and that the any foreseeable potential

for violating the laws can be prevented.

9.2.4 The Contractor shall regularly copy relevant documents to the ET Leader so that the checking work can be carried out. The document shall at least include the updated Work Progress Reports, the updated Works Programme, the application letters for different licence/permits under the environmental protection laws, and all the valid licence/permit. The site diary shall also be available for the ET Leader's inspection upon request.

9.2.5 After reviewing the document, the ET Leader shall advise the ER and the Contractor of any non-compliance with the contractual and legislative requirements on environmental protection and pollution control for them to take follow-up actions. If the ET Leader's review concludes that the current status on licence/permit application and any environmental protection and pollution control preparation works may not cope with the works programme or may result in potential violation of environmental protection and pollution control requirements by the works in due course, the ET Leader shall advise the Contractor and the ER accordingly.

9.2.6 Upon receipt of the advice, the Contractor shall undertake immediate action to remedy the situation. The ER shall follow up to ensure that appropriate action has been taken by the Contractor to order that the environmental protection and pollution control requirements are fulfilled.

9.3 Environmental Complaints

9.3.1 Receipt of a complaint shall activate the actions required to the Event and Action Plans by the ET, ER, Contractor and IC(E). A flow chart of the formal procedure for handling complaints is given in *Figure 9.3a*. Complaints shall be referred to the ET Leader for carrying out complaint investigation procedures. The ET Leader shall liaise with the Contractor on the complaint investigation and undertake the following procedures:

- (a) Log complaint and date of receipt onto the complaint database and inform the IC(E) immediately;
- (b) Investigate the complaint to determine its validity, and to assess whether the source of the problem is due to works activities;
- (c) If a complaint is valid and due to works, identify mitigation measures;
- (d) If mitigation measures are required, advise the Contractor accordingly;
- (e) Review the Contractor's response on the identified mitigation measures, and the updated situation;
- (f) If the complaint is transferred from EPD, submit interim report to EPD on status of the complaint investigation and follow-up action within the time frame assigned by EPD;
- (g) Review relevant environmental monitoring results and undertake additional monitoring if necessary to verify the situation;
- (h) Report the investigation results and the subsequent actions to the complainant; and
- (i) Record the complaint, investigation, the subsequent actions and the results to the monthly EM&A reports (refer to *Section 10*).

9.3.2 During the complaint investigation work, the Contractor and ER shall cooperate with the ET Leader to providing all the necessary information and assistance for completion of the investigation. If mitigation measures are identified to the investigation, the Contractor shall promptly carry out the mitigation. The ER shall ensure that the measures have been carried out by the Contractor.

9.3.3 Details of all complaints shall form a part of the regular monthly reports (refer to *Section 10*) and shall be accompanied by a review of the circumstances including any recommendations necessary to avoid future repetitions of complaints of a similar nature. The findings of all complaints shall be sent to the complainant to writing as soon as possible.

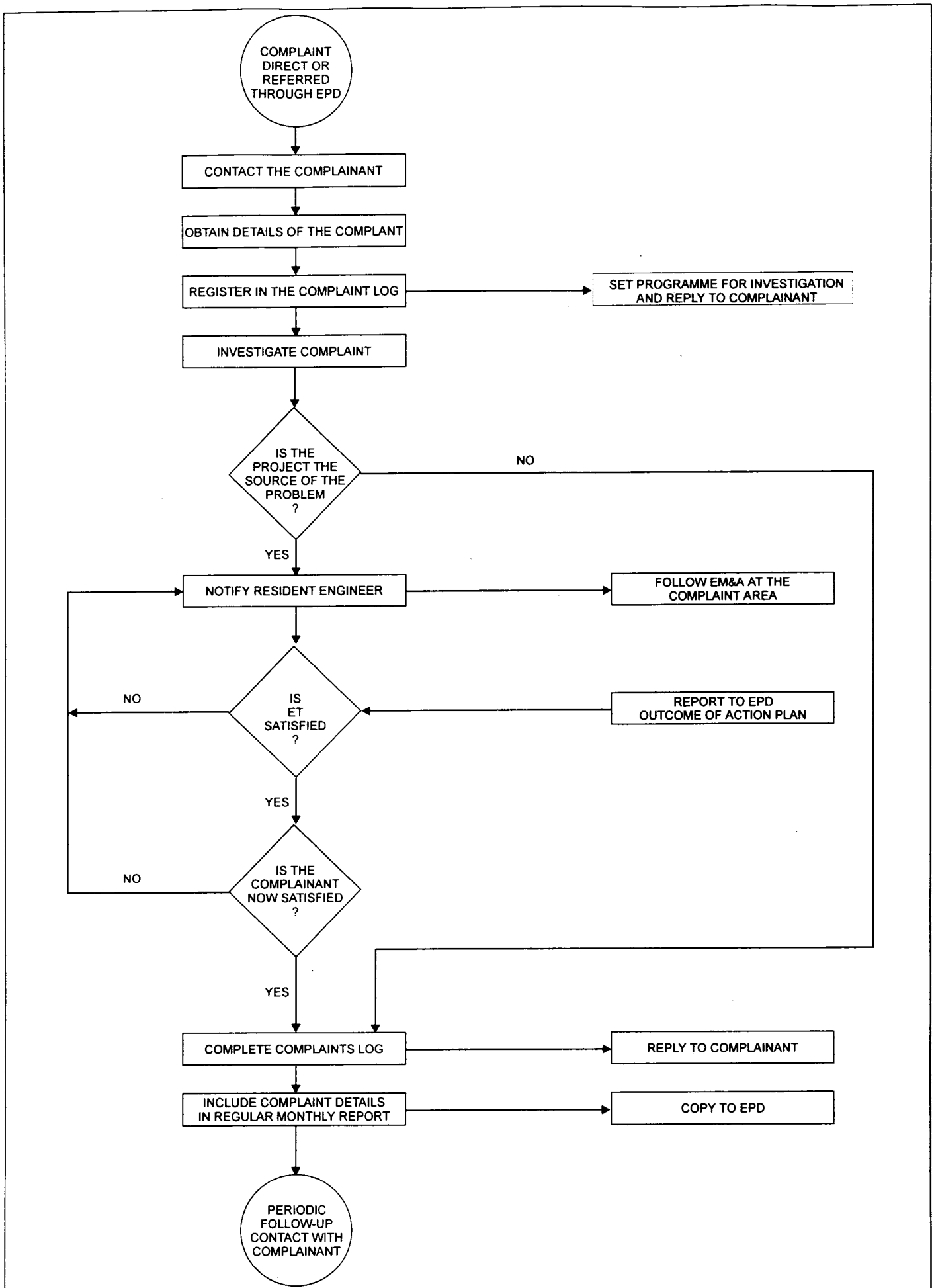


FIGURE 9.3a COMPLAINT RESPONSE PROCEDURES - ACTION FLOW CHART