

Preparation of environmental audit reports on risk to the environment



Environment
Protection
Authority Victoria

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Environmental Auditor Guideline

1. Introduction

These guidelines apply to the conduct of environmental audits undertaken in accordance with Part IXD of the *Environment Protection Act 1970* (the Act).

In particular, these guidelines apply to those environmental audits to which section 53V of the Act applies. Section 53V sets out requirements that must be met when an environmental auditor prepares an environmental audit report 'in relation to the risk of any possible harm or detriment to a segment of the environment caused by any industrial process or activity, waste, substance or noise'. For the purpose of these guidelines, the term 'activity' means 'any industrial process or activity, waste, substance or noise'. In this context, 'activity' is interpreted broadly and may include consideration of manufacturing industry, service industry, primary industry (for example agriculture) and resource management (for example water resources).

The scope of an environmental audit can range from an assessment of all environmental aspects of a complex activity (such as large industrial premises) to a focused assessment of a small component of an activity.

Examples of environmental audits of activities include audits to:

- assess the risk to air quality from a petrochemical complex
- assess the risk to surface waters and groundwater from a wastewater treatment plant
- assess whether a landfill cell liner has been constructed in accordance with nominated requirements, thereby minimising risks to land and groundwater
- assess compliance of a cattle feedlot with the *Victorian Code for Cattle Feedlots* or compliance of timber harvesting operations with *the Code of Forest Practices for Timber Production*
- identify risks to catchment condition from one or a number of activities.

These guidelines may be replaced, amended or updated periodically. The Environment Protection Authority (EPA or the Authority) will ensure that updates of these guidelines are provided to all environmental auditors. Others should refer to the EPA website for details of the most recent EPA publications related to environmental auditing.

2. Purpose of these Guidelines

These guidelines have been prepared to assist environmental auditors in the conduct of environmental audits and the preparation of environmental audit reports in accordance with section 53V of the Act.

Others involved in the audit process who may find these guidelines useful include:

- planning and other statutory authorities
- owners of premises and others who are required to, or wish to, conduct an environmental audit (for example, for due diligence purposes)
- recipients of a notice, direction or other instrument pursuant to the Act, requiring them to engage an environmental auditor to undertake an environmental audit.

For additional information on the conduct of environmental audits, environmental auditors should refer to EPA publication 953, *Environmental Auditor Guidelines for Conducting Environmental Audits*.

It is a requirement of the Act that environmental auditors have regard to these and any other relevant guidelines when undertaking their duties as environmental auditors.¹

The Authority may also provide specific guidance to environmental auditors, as requested, to clarify any provisions in these guidelines.

The failure of an environmental auditor to have proper regard to these guidelines will be considered by the Authority:

- in determining whether to subsequently appoint a person as an environmental auditor
and
- in any review of the appointment of an environmental auditor.

Refer to EPA publication 865, *Environmental Auditor Guidelines for Appointment and Conduct*, for full details of these matters.

¹ Refer to section 53S(6) of the Act

3. Definitions and related documents

3.1 Definitions

Unless the context requires otherwise, an expression or phrase that is used in these guidelines has, in these guidelines, the same meaning as in the Act or publication 953 (whether or not a particular meaning is assigned to it in those documents).

Unless otherwise stated, the term environmental audit used in these guidelines refers to an environmental audit undertaken in accordance with Part IXD of the Act.

3.2 Related documents

These guidelines should be read in conjunction with, and each environmental auditor must have regard to:

- the Act, particularly Part IXD – Environmental Audits, and regulations and policies created under it
- any other relevant legislation
- *Environmental Auditor Guidelines for Conducting Environmental Audits* (EPA publication 953)
- any other guidelines prepared by the Authority for the purposes of Part IXD of the Act.

Environmental auditors should also consider the relevance of other published standards to the particular audit and apply them as appropriate.

4. Responsibilities of an Environmental Auditor

Part IXD of the Act imposes various responsibilities on environmental auditors. These are explained, along with other expectations, in EPA publication 953.

5. Notification of a request to prepare an Environmental Audit Report

If an environmental auditor is engaged to prepare an environmental audit report pursuant to section 53V of the Act, the environmental auditor is required to notify EPA's Manager Environmental Audit within seven days of receiving the request.

Notification of a request to prepare an environmental audit report can be made using the notification form in Appendix 1. It is also available from the forms section of EPA's website (www.epa.vic.gov.au).

6. When is an Environmental Audit of an activity required?

It is impossible to provide an exhaustive list of all the instances when an environmental audit of an activity may be required. However, examples of such instances include an environmental audit:

- required by a statutory notice or licence

- of a declared industry conducted pursuant to section 31C of the Act
- of an accredited licensee's environmental management system for the purposes of certification of that system
- required by a court pursuant to section 67AC(2)(d) of the Act
- if requested by the client (for example, as part of an attainment program within a site environment improvement plan (EIP))
- required in accordance with codes of practice or guidance incorporated under any Victorian statute, for example, the *Victorian Code for Cattle Feedlots*
- required in accordance with management or operational guidance such as a management plan or strategy.

In circumstances where an environmental auditor is unclear as to whether an audit is to be conducted in accordance with Part IXD of the Act, advice should be sought from the Manager Environmental Audit. **Note:** Certificates or statements of environmental audit are not generally requested when engaging an environmental auditor for the conduct of an environmental audit of an activity. In the event that such a request is made, the auditor should seek specific guidance from the Manager Environmental Audit. When the Authority requires a section 53V audit of an activity, the Authority shall ensure the audit is not imposing costs on businesses that are disproportionate or unnecessary by considering the following criteria before requiring the section 53V audit:

1. Is the audit targeted at preventing serious harm to human health and the environment?
2. Is the requirement of the audit proportionate to the problem that needs to be addressed?
3. Is the outcome of the proposed audit understood, and is there another way of obtaining the same outcome? (i.e. suitably qualified professional)
4. Is there a need to clearly demonstrate a high level of independence, objectiveness, credibility and transparency?

The Authority will monitor and review audits completed that are required by the Authority to ensure they follow the criteria.

Sections 6.1 to 6.6 of this Guideline provide descriptions of various types of environmental audits.

6.1 Environmental audits required by licences and notices

Via a statutory notice or licence, the Authority may require the person in control of an activity to engage an environmental auditor to conduct an environmental audit of part or the whole of the activity.

In this situation, the Authority is the audit client and, therefore, will define the audit objectives and must be satisfied with the audit scope.

In such circumstances, the Authority will generally require that the audit scope is prepared by the environmental auditor and approved by the Authority, in writing, before the audit progresses.

The environmental auditor should meet with relevant EPA staff to discuss the objectives of the audit and its scope.

6.2 Environmental audits of specified industries

Under section 31C of the Act, the Governor in Council may declare an industry for which the Authority may amend the licence of a premises operating in the industry to require the occupier of the premises to conduct a specified environmental audit using an environmental auditor.

The Authority will give exemption from the environmental audit requirement if the occupier of the premises has agreed to participate in an EIP that has been endorsed by the Authority.

6.3 Environmental audits for accredited licensees

Part III, Division 4 of the Act sets out a system of accredited licences. This part of the Act has been established to allow licensees with a high standard of environmental performance increased freedom to manage their environmental affairs. There are two opportunities for involvement of environmental auditors in this system:

1. certification of the licensee's environmental management system (EMS) in accordance with *Guidelines for Environmental Management System Certification* (EPA publication 619)
2. participation in the licensee's environmental audit program.

Under these circumstances the licensee is the audit client and must be satisfied with the audit scope.

With respect to number 1 above, the audit must include an assessment of the efficacy of the EMS in protecting relevant beneficial uses. The environmental auditor must prepare an environmental audit report on the risk of any possible harm or detriment to a segment of the environment in accordance with section 53V of the Act. Further information on the certification process can be found in EPA publication 619.

With respect to number 2 above, participation in an environmental audit program would usually entail audit planning and a review of results. The environmental auditor may undertake a lead auditor role, or may participate as a team member in internal and/or external audits. The audit program will vary depending on the nature and scale of the licensee's operation. The environmental auditor must be independent from the licensee. Further information on independence can be found in EPA publication 953.

Accredited Licensee System Guidelines for Applicants (EPA publication 424) provide an overview of the audit program requirements and guidance for environmental auditors participating in such an environmental audit program.

6.4 Environmental audits ordered by a court

Under section 67AC(2)(d) of the Act, if a court finds a person guilty of an offence against the Act, the court may order the person to carry out a specified environmental audit of the activities carried out by the person.

The environmental auditor must comply with directions of the court and must comply with these guidelines.

6.5 Environmental audits and works approval application

The Authority requires that the proposed works would not be contrary to, or inconsistent with, any applicable policy, likely to cause or contribute to pollution (including unreasonable noise), or likely to cause an environmental hazard.

To address these regulatory requirements, an environmental auditor should prepare the application in the form of an environmental audit report regarding the risks caused by the proposed activity that accord with the requirements of section 53V of the Act. In addition, an environmental auditor is required to complete and submit an assessment form, which is available from the forms section of EPA's website (www.epa.vic.gov.au).

6.6 Environmental audits of strategies, management procedures or guidance

Government authorities and agencies may require an environmental audit to be undertaken which involves the assessment of the compliance with, or implementation of, specified codes, policies, strategies or other management or operational guidance.

The environmental auditor should work with the client (and consult with the auditee if this is a different individual or body from the client) to establish the scope of audit and to ensure that an effective assessment is completed within the context of the nature and scale of the auditee's operation.

7. Audit objectives

Objectives should be established for an environmental audit, to guide the planning and conduct of the audit. The objectives of a 53V environmental audit must include consideration of risk to (specified segments of) the environment by an activity.

An environmental audit may have multiple objectives. Some examples of additional objectives of an environmental audit include:

- assessment as to whether risks to the environment are being managed adequately
- identification of risks to the environment and an order of priority by which they should be addressed
- assessment of the adequacy of implementation of a code, policy, strategy or plan that manages risks to the environment
- an independent assessment of environmental performance, for the purposes of reporting on, for example:

- a contractor's environmental performance to a contract principal
- or
- the environmental performances of an organisation (such as an industrial facility or government agency) to a client, stakeholder and/or community group.

8. Defining the scope of the Audit

Sections 9-13 of these guidelines address the components of the scope in detail.

Definition of the scope of an environmental audit should include, but not be limited to, a description of the:

- activity undertaken (in respect of which the environmental audit is to be conducted)
- components of the activity to be considered
- segment/s of the environment to be considered
- element/s to be considered
- beneficial uses to be considered
- risk assessment to be conducted
- period of time over which the audit is to be conducted
- exclusions from the scope of the audit.

The scope should also state whether risks associated with abnormal operating conditions of the activity will be considered, and the level of stakeholder involvement.

In many cases, some form of risk assessment may be required to determine which components of the activity should be included in the audit scope (refer to section 14.4 of these guidelines).

The environmental auditor should ensure that the client agrees to the proposed scope, and the auditor should be satisfied that it will enable the objectives to be met, before proceeding with the environmental audit. If the auditee is different from the client, the auditee should also be consulted about the proposed scope. Any changes to the audit scope should be documented and agreed to by the environmental auditor and the client and communicated to the auditee (if different from the audit client).

The environmental audit scope and objectives must be clearly stated in the environmental audit report.

9. Identifying the segment to be Audited

'Segment' is defined in section 4 of the Act.

Segment in relation to the environment means any portion or portions of the environment expressed in terms of volume, space, area, quantity, quality, or time or any combination thereof.

In a section 53V environmental audit the segment of the environment must be described in terms of, but is not limited to:

- the geographical extent including:
 - the boundaries of the premises or land area (such as a catchment) on which the activity is conducted
 - that portion of the surrounding environment to which the activity may pose a risk that will be considered
- the time frame to which the environmental audit applies.

10. Identifying the elements to be considered

In identifying the elements to be considered in an environmental audit, consideration should be given to each of the principal constituent parts of the environment as set out within the Act, including:

- waters (surface waters and/or groundwater)
- atmosphere
- land
- vegetation
- climate
- sound
- odour
- aesthetics
- fish
- wildlife.

Where relevant, any other elements of the environment should also be considered.

11. Identifying beneficial uses

The actual and potential 'beneficial uses' of a segment of the environment need to be identified before any risk of harm or detriment to them can be assessed.

Beneficial use is defined in section 4 of the Act.

Beneficial use means a use of the environment or any element or segment of the environment which:

- is conducive to public benefit, welfare, safety, health or aesthetic enjoyment and which requires protection from the effects of waste discharges, emissions or deposits or of the emission of noise
or
- is declared in State environment protection policy to be a beneficial use.

State environment protection policies (SEPPs) identify indicators to be employed in measuring environmental quality, and set out environmental quality objectives that are necessary to sustain designated beneficial uses.

The environmental quality objectives identified in SEPPs are appropriate audit criteria (discussed in the next section) when assessing risk to beneficial uses.

Policy impact assessments are documents that are developed for SEPPs and explain the rationale behind the designation of beneficial uses and the setting of environmental quality objectives.

SEPPs and their policy impact assessments are available on EPA's website.

In considering the beneficial uses for a segment of the environment, the environmental auditor should have regard to other documents such as relevant policies, strategies or plans governing the management of those elements of the environment subject to audit. These documents may use terms, such as 'ecological integrity', 'threatened species' and 'environmental asset', that may be related to beneficial uses.

12. Identifying the Audit criteria

Audit criteria are the requirements against which the auditee and/or activity is assessed and will vary depending on the objectives and scope of the environmental audit.

Audit criteria need to be chosen carefully to ensure that the objectives of the audit will be met. The figures and descriptors that make up the audit criteria may come from a variety of sources, including:

- legislation (in particular, the Act)
- environment protection regulations, waste management policies and SEPPs
- conditions contained in EPA notices or licences
- codes of practice
- policies, management plans or strategies
- guidelines or procedures (including EPA guidelines)
- best practice.

Legislated policies or regulations, or other legally binding documents, should be reviewed for requirements relevant to the objectives of the audit and the requirements used as criteria where appropriate.

In order to assess whether management structures are in place to ensure ongoing compliance, site management plans (for example, an EMS, an EIP, a waste management plan) or other approved plans (for example, a landfill cell construction quality assurance plan or a Native Vegetation Management Plan) may also be used as audit criteria.

When identifying audit criteria, an environmental auditor should consult the EPA website for a list of EPA guidelines.

13. Community/Stakeholder involvement

Stakeholders with a potential interest in the environmental audit may include neighbouring landholders, resource managers, the auditee's customers, local government, the Authority and other statutory authorities.

In consultation with the auditee and the client, the environmental auditor should determine the appropriate level of involvement, if any, of the stakeholders.

Where community interest is high, or the environmental audit is being conducted as part of an EIP, the environmental auditor should consider inviting the community to have input into the audit scope and/or to observe site inspections.

Where required, the nature and extent of community involvement should be determined at the start of the audit program and outlined in the audit report.

14. Conducting the Audit

In conducting an environmental audit, an environmental auditor should:

- review existing information about the activity, premises and/or segment
- collect and verify evidence to support findings relating to the audit criteria
- assess environmental monitoring data.

An environmental auditor's expert support team forms an integral part of his or her appointment and the capacity to satisfactorily conduct environmental audits. For further information on expert support team use refer to EPA publication 953.

The environmental auditor should be present during the conduct of field work undertaken as part of the environmental audit.

14.1 Review of existing information

An environmental auditor should review all information and data relevant to the scope and objectives of the environmental audit, including but not limited to the:

- activities currently and previously undertaken on and around the premises/location and/or segment

- nature of the segment
- nature of the infrastructure at the premises
- industry best practice
- roles and responsibilities within the auditee's organisation
- history relating to compliance with statutory controls, including:
 - the Act, including any regulations and policies made under it
 - licences and notices
- wastes generated (routine and non-routine), including:
 - emissions to air
 - emissions to water
 - discharges to land (such as waste burial, importation of fill)
 - discharges to groundwater
 - prescribed industrial waste
 - noise
- waste management:
 - implementation of waste hierarchy
 - energy use and management
 - waste storage, handling, transport and disposal
- environmental impact:
 - adequacy of environmental monitoring and reporting
- environment protection measures:
 - pollution control equipment
 - materials handling
 - contingency plans
 - process control
- management tools, including any:
 - EMS
 - organisation policies and procedures
 - EIP
 - sustainability covenants
- previous environmental audit reports and records of any follow up action.

The information and data may be held by a number of parties including the audit client, auditee and government agencies such as EPA, the Victorian WorkCover Authority, Department of Sustainability and Environment, local government and catchment management authorities. The environmental auditor should explore all relevant options when considering sources of information.

14.2 On-site collection of information

The purpose of the on-site auditing phase is to collect verifiable evidence to determine whether audit criteria are being complied with. The environmental auditor must be closely involved in the on-site collection of information. If using secondary sources of information, the environmental auditor should consider the reliability and veracity of that information in light of personal observations and evaluation of data collected on site. Compliance with audit criteria must be determined in light of all evidence collected.

Evidence collected may include:

- management system records such as:
 - environmental monitoring records
 - operational records
 - correspondence
- personal observations or measurements
- environmental quality data.

The auditee may provide environmental quality data. Furthermore, the environmental auditor may decide to conduct sampling and monitoring to either verify any data provided (by the auditee or occupier) and/or to generate data of adequate quantity and quality. The environmental auditor or their representative may collect such data.

To determine compliance with some criteria, calculations and measurements may be necessary. In other cases, the environmental auditor's judgement and experience should be used to make an assessment.

14.3 Environmental monitoring data

In evaluating environmental monitoring data the environmental auditor must be satisfied that the data are representative of the emissions or discharges from the activity. In evaluating such data the environmental auditor should consider the following, non-exhaustive list:

- appropriateness of sampling and analysis procedures, for example compliance with relevant EPA guidelines, including:
 - A guide to the sampling and analysis of waters, wastewaters, soils and wastes (EPA publication 441)
 - A guide to sampling and analysis of air emissions (EPA publication 440)
 - Groundwater sampling guidelines (EPA publication 669)
- operating conditions at the time of the sampling
- training and qualifications of the person conducting the sampling/monitoring
- suitability of analysis processes, for example use of a laboratory that is NATA certified for that particular analysis.

The auditor must outline the approach and steps taken to review, evaluate or verify data relied upon in the environmental audit report.

14.4 Use of risk assessment

Risk assessment can be used within an environmental audit to:

- refine the scope to focus on issues of concern and/or
- assess the risk of harm to beneficial uses.

14.4.1 Risk assessment to refine the scope

Where an environmental audit is to be conducted of a complex activity (for example, a large industrial premises or a catchment with many activities) a risk assessment may be conducted to focus the audit. Generally this would involve a process of hazard identification, analysis of risks (assessment of likelihood, consequence and impact) and categorisation of the risks. It is important that the audit scope clearly identify how this process will be used (refer to section 8 of these guidelines). The audit may then focus on high-risk areas.

14.4.2 Assessing risk to beneficial uses

The auditor should assess and report on the actual or potential risk of harm to beneficial uses of the segment concerned. This may involve application of risk assessment methodology to the key findings of an audit to determine whether a risk to beneficial uses exists. The environmental auditor and client should agree on the level of risk assessment required.

This assessment must be outlined within the audit report and be undertaken in accordance with a recognised methodology.

14.4.3 Imminent environmental hazard

Section 53ZB(3) of the Act requires environmental auditors to 'notify the Authority of any imminent environmental hazard as soon as is practicable after becoming aware of the hazard in the course of conducting an environmental audit'.

Further information about imminent environmental hazards are provided in EPA publication 865 Environmental auditor guidelines appointment and conduct.

If an auditor considers an event to constitute an imminent environmental hazard, he/she should immediately inform EPA's 24-hour Pollution Watch Line (1300 EPA VIC or 1300 372 842) and/or Emergency services (000). After that the Manager Environmental Audit Unit should be informed in writing.

Written communications can be provided via fax or email and should be clearly identified as an 'imminent environmental hazard report'.

15. The Environmental Audit Report

15.1 General

Environmental audit reports should be concise and informative, with information displayed in a format that is easy to interpret and understand.

The environmental auditor must ensure that any environmental audit report, that he or she provides is an

accurate record of soundly based observations and of logical deductions.

The report must be signed by the environmental auditor in his or her own name. It is not sufficient for the environmental auditor to sign an environmental audit report on behalf of any other person or a company.

All environmental audit reports must be lodged with the Authority. Environmental audit reports are public documents that are available to the public.

15.2 Contents of an environmental audit report

Section 53V of the Act states that an environmental audit report must:

- specify the industrial process or activity, waste, substance or noise in respect of which the environmental audit was conducted
- state the name of the person who has engaged the environmental auditor to conduct the environmental audit (the client)
- be signed by the environmental auditor
- specify the results of the environmental audit.

The results of an environmental audit report are the findings, conclusions and any recommendations. The process for arriving at these results, and any opinions stated, should be well documented and referenced within the environmental audit report. The report should clearly state the environmental auditor's opinion as to the risks posed by the activity to beneficial uses of segments within the scope of the audit, and provide justification for that opinion.

The report should also contain the following information:

- the objectives of the environmental audit
- the scope of the audit, including the audit criteria and an explanation of how the scope was defined
- when the audit was conducted
- audit methodology, including:
 - the documentation reviewed
 - site visits
 - data collection and evaluation
 - the manner and extent of the involvement of expert support team members in the conduct of the audit
 - risk assessment approach
- evidence used to assess the audit criteria
- findings
- conclusions
- a copy of the authorisation for the relevant person to request the environmental audit (but only if the person making the request is not the owner or occupier of the premises).

In addition to the above, the environmental audit report may contain recommendations to address areas of non-compliance or any identified opportunities to reduce the

risk of harm or detriment to the environment resulting from the activity being audited.

Recommendations should be prioritised and consistent with the outcomes of any risk assessment undertaken for the purpose of the audit. A response to the audit recommendations from the auditee may also be included within the report.

All audit recommendations must be:

- Consistent with the outcomes of any risk assessment undertaken for the purpose of the audit.
- Allocated a priority according to risk.
- Clearly presented in a table including the priorities for each recommendation.

A response to the recommendations from the auditee may also be included within the report.

15.3 Reliance and limitations

An environmental auditor must not qualify an audit report to limit reliance on it to the environmental auditor's client (or any other person). Depending on the circumstances, other stakeholders (for example local residents) may also be interested in the outcomes of an environmental audit.

Further, the environmental auditor must not disclaim responsibility for the opinion that he or she has expressed (regarding risks posed by the activities to the environment and/or the condition of the premises) on the basis that the environmental auditor has relied on the work of others. It is the role of the environmental auditor to confirm that the data or information on which he or she relies in forming the opinion constitutes an adequate basis for forming that opinion.

The environmental audit report may include a section that seeks to provide information to the reader about the uncertainties associated with the environmental auditing process.

15.4 Copies of environmental audit report to be provided

If an environmental auditor has prepared an environmental audit report pursuant to section 53V of the Act, the environmental auditor is required to provide a copy of the report to the Manager Environmental Audit. The report must be provided in accordance with EPA publication 1147.

All Audit Reports are considered as part of the Environmental Auditor Quality Assurance (QA) Program. The QA program is detailed in the *Environmental Auditor Guidelines for Appointment and Conduct* (EPA Publication 865).

15.5 Reporting where audit program includes aspects other than environmental

There may be instances where an environmental audit is conducted as part of a larger program examining issues such as occupational health and safety or financial due diligence. The environmental audit report must be identifiable as a separate report and be signed by the auditor in his or her capacity as an environmental auditor appointed pursuant to Part IXD of the Act.

As a separate report, the environmental audit report may then be included as part of a larger report.

16. Terminating an Environmental Audit

Where an environmental auditor has been engaged to prepare an environmental audit report and subsequently:

- is requested to terminate the environmental audit
or
- decides not to proceed with the environmental audit (for example, because the person who requested the environmental audit has refused to provide information required by the auditor),

the Environmental Auditor should advise the Manager Environmental Audit in writing of the:

- details of the activity
- date on which the environmental audit was terminated
- reasons for termination of the environmental audit.

The Authority may request further information from the environmental auditor, the person requesting the environmental audit or any other person regarding the reasons for termination of the environmental audit.

Further information

For further information please contact:

EPA's Environmental Audit Unit
Tel: (03) 9695 2667
environmental.audit@epa.vic.gov.au

EPA Customer Service
Level 3, 200 Victoria Street
Carlton, Victoria 3053

1300 EPA VIC
1300 372 842

EPA website
www.epa.vic.gov.au

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Appendix 1

NOTIFICATION OF REQUEST TO CONDUCT AN ENVIRONMENTAL AUDIT OF AN ACTIVITY

The following pro forma should be used by an environmental auditor when notifying EPA that he or she has been requested to conduct an environmental audit pursuant to section 53V of the *Environmental Protection Act 1970*.

<Date>
 Manager Environmental Audit
 EPA Victoria
 GPO Box 4395
 MELBOURNE 3001

I, <_____>, an Environmental Auditor (appointed pursuant to the *Environment Protection Act 1970*), have been engaged to conduct an environmental audit pursuant to section 53V in relation to the risk of any possible harm or detriment to a segment of the environment caused by an activity.

Details are as follows:

Auditor	First_name Last_Name
Auditor term of appointment	Day Month Year to day Month Year
Name of person requesting audit	First_name Last_Name
Relationship to premises/location	E.g. Owner / Manager Wade Enterprises Pty Ltd
Date of request	__ / __ / 20__
Proposed completion date of the audit	__ / __ / 20__
Reason for Audit	E.g. Notice No. xxxxx, License xxxxx, Works Approval
Description of activity to be audited	
EPA Region	
Site / Premises name	E.g. Wade Enterprises
Building / complex sub-unit No	
Street / Lot - Lower No.	182
Street / Lot - Upper No.	186
Street Name	St Franks
Street type (road, court, etc)	Street
Street suffix (North, South etc)	South
Suburb	Fitzroy North
Postcode	3068
GIS Coordinate of Site centroid ²	E.g. GDA94 - Longitude / Latitude in decimal degrees ³
Longitude / Northing (GDA94)	144.982890
Latitude / Easting (GDA94)	37.784666
Proposed members of support team	First_name Last_Name (Expertise)

In addition I have attached a site location plan that illustrates the boundary of the site/premises proposed to be audited. A courtesy copy⁴ of the proposed audit scope prepared in accordance with EPA publication 952 [is also attached / will be provided on day month year].

In notifying the Authority of a request to conduct an environmental audit, I state that I am not aware of any conflict of interest that would preclude me from conducting an environmental audit at the above premises.

Signed: _____

FIRST_NAME MIDDLE_NAME LASTNAME
 ENVIRONMENTAL AUDITOR (APPOINTED PURSUANT TO THE *ENVIRONMENT PROTECTION ACT 1970*)

² Longitude and latitude (decimal degrees) co-ordinates in the 1994 Geocentric Datum of Australia (GDA94) is required to **six decimal places**.

³ The following equation can be used to convert Degrees° Minutes' Second'' (D°M'S'') into Decimal Degrees (DD°);

$DD^\circ = \text{Degrees} + ((\text{Minutes} * 60 + \text{Seconds}) / 3600)$

⁴ EPA request that a courtesy copy of the draft audit scope be provided as part of EPA's quality assurance program, outlined in publication 865. Provision of a courtesy copy to Environmental Audit Unit is not for the purposes of approval. The Manager of Environmental Audit does not need to approve draft audit scopes provided at notification.