

## 5. APPENDICES

"Environmental Incident Report Sheet" (EIRS)

## ENVIRONMENTAL INCIDENT REPORT SHEET

**NAME OF PROJECT:** .....

**DATE AND TIME OF RECORDING:** .....

**INCIDENT DESCRIPTION:** (attach additional documentation e.g. photos or sketches where necessary)

.....

.....

Incident number: .....

Date of incident: .....

Time of incident: .....

1. Location of incident

2. Volume of material involved (e.g. litres or m<sup>3</sup>) or number of features damaged

3. Cause(s) of incident

**DESCRIPTION OF CORRECTIVE & PREVENTIVE ACTIONS TAKEN:**

.....

.....

4. Materials and methods used for mitigation of the incident during and immediately after its Occurrence

5. Disposal methods followed with Contaminated material (where Relevant)

6. Steps taken to prevent a re-Occurrence of the incident

7. Additional actions required by Environmental officer

Signature of contractor's

I hereby certify that the above is a true and accurate account of the incident and

Representative:

the corrective and preventive actions taken

\_\_\_\_\_  
Signed      Date

Signature of environmental

I hereby certify that the above is a true and accurate account of the incident and

officer:

the corrective and preventive actions taken

\_\_\_\_\_  
Signed      Date

## "Complaints Register"

TITLE: EMPR	AUTHOR: TEKPLAN Environmental	DATE: 13/02/2014	DOCUMENT No.: 1	VERSION: Final	Page 32
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**COMPLAINTS REGISTER**

**NAME OF PROJECT: .....**

**DATE AND TIME OF RECORDING: .....**

DESCRIPTION OF COMPLAINT RECEIVED: (attach additional information where necessary)

.....  
 .....  
 .....

Complaint number: .....

Date of complaint: .....

Time of complaint: .....

Complaint received from:

Name: .....

Address: .....

Tel no.: .....

Cause(s) of complaint

DESCRIPTION OF CORRECTIVE & PREVENTIVE ACTIONS TAKEN:

.....  
 ...  
 .....

Materials and methods used for mitigation to prevent a re-occurrence

Signature of contractor's representative:

I hereby certify that the above is a true and accurate account of the complaint

that was received and the corrective and preventive actions taken

\_\_\_\_\_  
 Signed          Date

Signature of environmental officer:

I hereby certify that the above is a true and accurate account of the complaint

that was received and the corrective and preventive actions taken

\_\_\_\_\_  
 Signed          Date

"Register of response to complaints"

**REGISTER OF RESPONSE TO COMPLAINT(S)**

**NAME OF PROJECT: .....**

**DATE AND TIME OF RECORDING: .....**

**DESCRIPTION OF COMPLAINT RECEIVED: (attach additional information where necessary)**

.....  
.....  
.....

Complaint number: .....

Complaint received from:

Name: .....

Address: .....

Tel no.: .....

**DESCRIPTION OF RESPONSE PROVIDED TO THE COMPLAINANT (INCLUDING CORRECTIVE AND PREVENTIVE ACTION TAKEN):**

.....  
.....  
.....

Signature of contractor's representative:

I hereby certify that the above is a true and accurate account of the complaint that was received and the response given

Signed:

Date:

Signature of environmental officer:

I hereby certify that the above is a true and accurate account of the complaint that was received and the response given

Signed:

Date: