

Operational EA Audit Site Inspection Checklist

Caltex V&A; Waterfront – 5 Year Environmental Audit EA Ref: 16/3/3/1/A7/4/3014/20

This checklist is intended to guide the operational Environmental Authorisation (EA) audit site inspection required under Condition 14.3 of the Environmental Authorisation. The focus of the audit is operational compliance with the EA, approved EMPr and environmental management obligations.

1. Documentation to Request On Site

- Copy of the Environmental Authorisation ✓
- Approved EMPr ✓
- Previous audit reports and ECO reports ✓
- Compliance monitoring reports ✓
- DEA&DP; correspondence ✓
- Complaints register *linked with incident register* ✓
- Incident/non-conformance register ✓
- Corrective action register ✓
- Latest groundwater monitoring reports ✓
- Tank leak detection system reports ✓
- Tank integrity testing certificates ✓
- Oil-water separator maintenance records ✓
- Waste disposal slips/manifests ✓
- Hazardous waste disposal certificates ✓
- Fire equipment service certificates ✓
- Emergency response plan ✓
- Spill response procedures ✓
- Spill kit inspection logs ✓
- Staff environmental awareness training records ✓
- SDS/MSDS file ✓

2. General Site Housekeeping

- Overall cleanliness of the site ✓
- Evidence of hydrocarbon leaks or spills *none*
- Hydrocarbon staining on paving *none*
- Waste accumulation *none*
- Condition of infrastructure and maintenance *good*

3. Fuel Storage & Dispensing Infrastructure

- Condition of underground storage tank manholes *good*

- Accessibility of monitoring points *good*
- Evidence of fuel odours or ponding *none*
- Condition of fuel pumps and hoses *good*
- Emergency shut-off systems ✓
- Condition of filler points and spill containment *good*

4. Spill Prevention & Stormwater Management

- Spill kits present and adequately stocked ✓
- Drain protection measures ✓
- Stormwater drains free of contamination ✓
- Condition and maintenance of oil-water separator ✓
- Evidence of untreated discharge to stormwater system ✓

5. Groundwater Monitoring Infrastructure

- Monitoring wells accessible and labelled ✓
- Well caps intact ✓
- No damage or obstruction to monitoring points ✓
- Photograph all monitoring infrastructure ✓

6. Waste Management Areas

- Hazardous waste segregation ✓
- Used oil storage ✓
- Labelled waste containers ✓
- Bunding and weather protection ✓
- No leaking containers ✓
- General waste and recycling areas maintained ✓

7. Fire Protection & Emergency Preparedness

- Fire extinguishers and hose reels present ✓
- Service tags current ✓
- Fire equipment accessible ✓
- Emergency response procedures displayed ✓
- Staff aware of spill response procedures ✓

8. Questions for Site Management

- Any environmental incidents since operation commenced? *none*
- Any fuel leaks or spills recorded? *none*

- Any environmental complaints received? *none*
- Any DEA&DP, inspections undertaken? *x*
- Any notices or non-compliances received? *x*
- Frequency of separator cleaning and maintenance? *✓*
- Frequency of leak detection system maintenance? *✓*

9. Key Photographs to Take

- Fuel pumps *✓*
- Filler points *✓*
- Tank manholes *✓*
- Monitoring wells *✓*
- Oil-water separator *✓*
- Spill kits *✓*
- Waste storage areas *✓*
- Fire equipment *✓*
- Stormwater drains *✓*
- General forecourt condition *✓*
- Any non-compliances identified *✓*

10. Key Operational Audit Focus Areas

- Groundwater monitoring implementation *✓*
- LNAPL monitoring and trend management *✓*
- Spill prevention and response readiness *✓*
- Hazardous waste management *✓*
- Leak detection system functionality *✓*
- Operational record keeping *✓*
- Compliance with EA and EMPr conditions *✓*