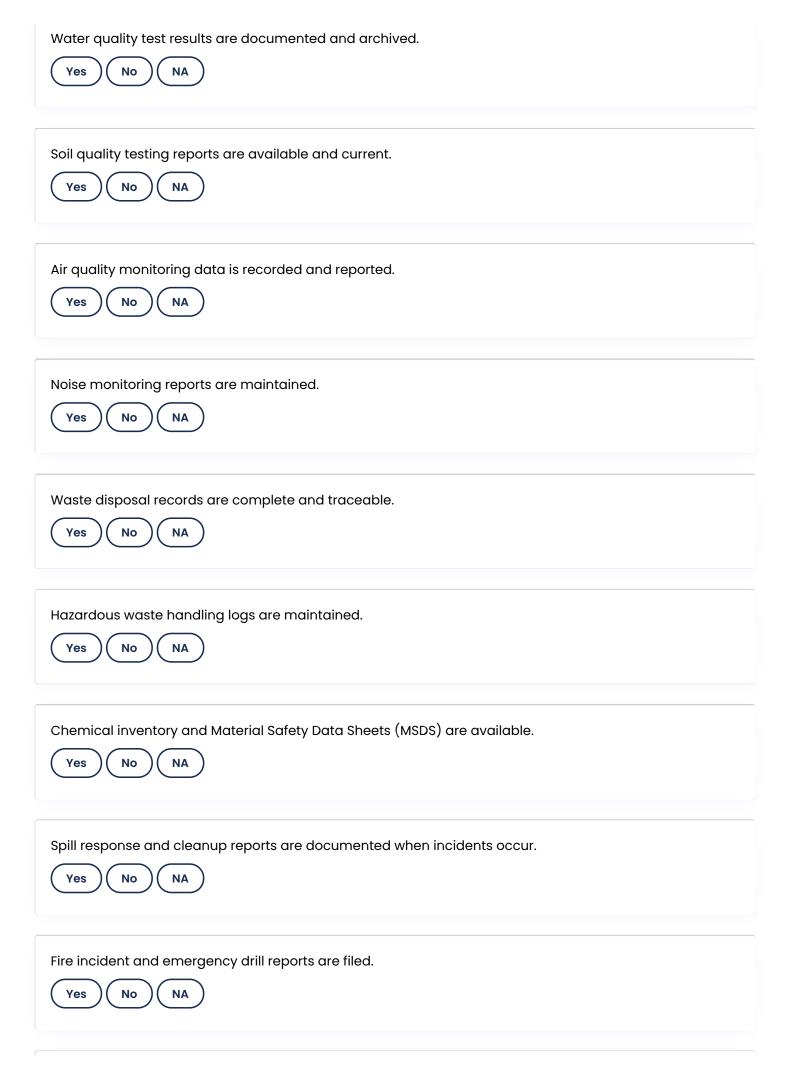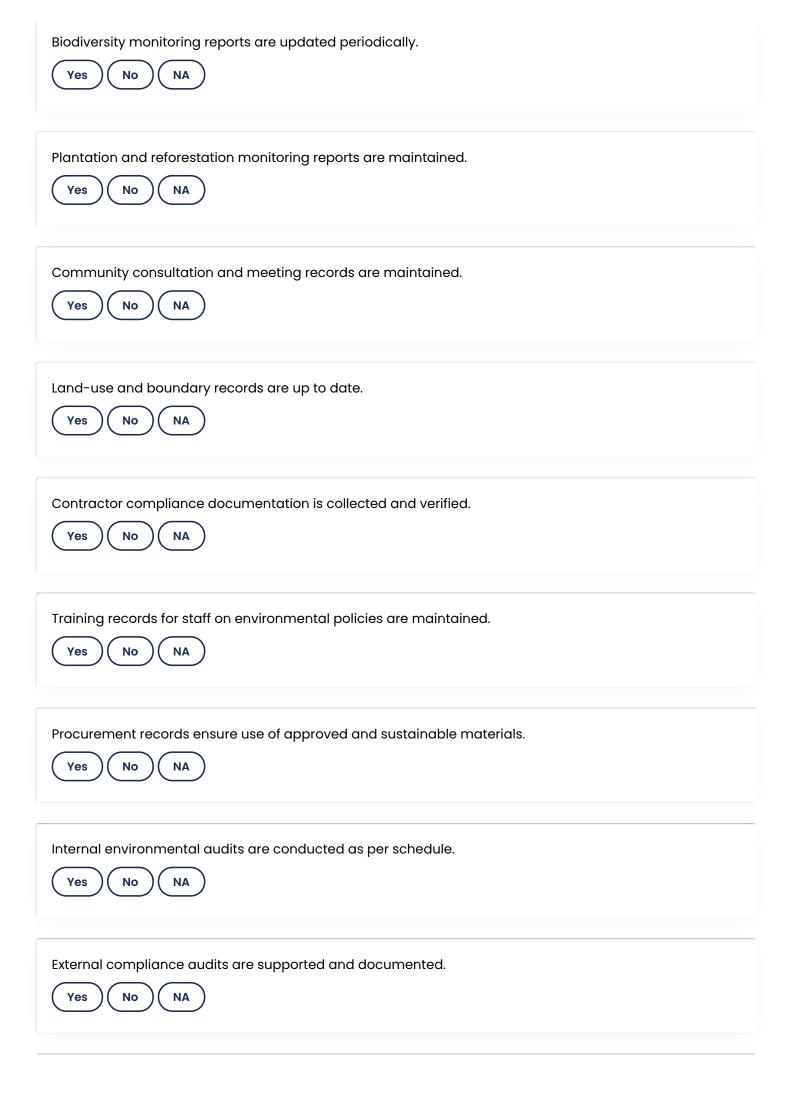# Environmental Documentation & Reporting Checklist

Forestry & Environmental Project

ENVIRONMENTAL DOCUMENTATION & REPORTING – HIGH PRIORITY

All required environmental permits and approvals are obtained and valid.

Yes No NA

Environmental Impact Assessment (EIA) report is available where applicable.

Yes No NA

Environment Management Plan (EMP) documents are prepared and implemented.

Yes No NA

Daily/weekly environmental monitoring records are maintained.

Yes No NA

Monthly environmental compliance reports are updated.

Yes No NA

Incident or non-compliance records are documented and investigated.

Yes No NA

Corrective and preventive action (CAPA) plans are maintained and tracked.

Yes No NA

Water quality test results are documented and archived.

Yes No NA

Soil quality testing reports are available and current.

Yes No NA

Air quality monitoring data is recorded and reported.

Yes No NA

Noise monitoring reports are maintained.

Yes No NA

Waste disposal records are complete and traceable.

Yes No NA

Hazardous waste handling logs are maintained.

Yes No NA

Chemical inventory and Material Safety Data Sheets (MSDS) are available.

Yes No NA

Spill response and cleanup reports are documented when incidents occur.

Yes No NA

Fire incident and emergency drill reports are filed.

Yes No NA

Biodiversity monitoring reports are updated periodically.

Yes   No   NA

Plantation and reforestation monitoring reports are maintained.

Yes   No   NA

Community consultation and meeting records are maintained.

Yes   No   NA

Land-use and boundary records are up to date.

Yes   No   NA

Contractor compliance documentation is collected and verified.

Yes   No   NA

Training records for staff on environmental policies are maintained.

Yes   No   NA

Procurement records ensure use of approved and sustainable materials.

Yes   No   NA

Internal environmental audits are conducted as per schedule.

Yes   No   NA

External compliance audits are supported and documented.

Yes   No   NA

Data repositories (digital or physical) are secure and backed up.

Yes   No   NA

Standard Operating Procedures (SOPs) are documented and followed.

Yes   No   NA

Version control is maintained for all environmental documents.

Yes   No   NA

All submitted reports have necessary signatures and approvals.

Yes   No   NA

Environmental documentation is centrally stored and easily retrievable.

Yes   No   NA