

Tenant Tier 1 & 2 Audit Checklist

This tenant Tier 1 & 2 Audit Checklist has been prepared to facilitate tenants completing their annual internal audits. This checklist can also be provided to suitably qualified and experienced auditors to facilitate external auditing requirements. Tenants are not required to use this checklist, however response to the questions detailed in this checklist must be provided.

General Information

Company / business name

Sydney metro airports site number and facility address

Company manager name & contact details

Facility manager name & contact details

Industry type and use of the facility

Names and positions of people involved in completing this audit

Confirmation of Tier status (with reference to the AES definition)

Tier 1

- Store 500L or more of hazardous substances or dangerous goods
- Distribute fuel
- Other significant environmental risk

Tier 2

- Store up to 499L of hazardous substances or dangerous goods
- Operate spray paint booths
- Undertake maintenance and/or repair operations requiring the cleaning or washing of parts.
- Other moderate environmental risk

ENVIRONMENT

Sign off

I have reviewed this document and agree to address the recommended actions as specified in this checklist.

Name:

Position:

Date:

General Environment Management

What to look for	Response
What issues were identified in the last audit that required attention? <i>List them or attach an audit actions register</i>	
Have all recommendations in previous audit been addressed? <i>Where recommendations have not been addressed, provide reasoning and proposed action.</i>	

What to look for	Response	Recommended action & timeframe
Does the organisation have an Operational Environment Management Plan for the operation/facility? <i>Note: required for all Tier 1 and Tier 2 tenants.</i>		

General Environment Management

Does the Operational Environmental Management Plan identify all the operations/ activities that pose a moderate to high environmental risk?

Does the Operational Environmental Management Plan include procedures for managing moderate to high environmental risks?

Have staff been made aware of the Operational EMP and been trained in procedures relevant to their work?

Is the Operational Environmental Management Plan kept somewhere easily accessible for staff to be able to refer to it and do staff know where it is kept?

What is the date and revision number of your current Operational Environmental Management Plan?

Please submit a copy of your plan, including relevant procedures with your completed audit checklist.

What environmental incident reporting procedures does the organisation use?

General Environment Management

Has the organisation had any environmental incidents in the last 12 months or since the last Environmental Audit?

If so please provide the details or attached an incident report.

Was the Airport Environment and Heritage Manager notified of this incident?

Fuel, Oil and Dangerous Goods Management

The Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 places certain requirements on organisations & people storing, using and disposing chemical products.

What to look for	Response	Recommended action and timeframe
Does the organisation have a Chemical Register or List of all the chemical products used and stored on the site?		
Are Safety Data Sheets (SDS) kept for each chemical product kept or used on site?		
Are the SDS up to date? <i>SDS are updated and reissued every 5 years.</i>		
Is the Chemical Register /list and all the SDSs kept in a location that is easily accessible to staff?		
Do staff know where the chemical register/list and the SDS are kept?		
Are staff trained in SDS use?		

Fuel, Oil and Dangerous Goods Management

The Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 places certain requirements on organisations & people storing, using and disposing chemical products.

Are chemicals in excess of the specified MANIFEST quantity (outlined in Regulation 348 of the WHS Regulation) stored /used on the premises?

If so, does the organisation hold a current WorkCover Dangerous Goods Notification?

Are all chemicals and dangerous goods used on the premises stored in an area that is contained, banded and covered from the elements in accordance with:

(a) all relevant Australian Standards

(b) for liquids, a minimum bund volume requirement of 110% of the volume of the largest single stored volume within the bund

Refer to

<http://www.epa.nsw.gov.au/licensing-and-regulation/licensing/environment-protection-licences/compliance-audit-program/chemical-storage-handling-and-spill-management>

Fuel, Oil and Dangerous Goods Management

The Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 places certain requirements on organisations & people storing, using and disposing chemical products.

Are dangerous goods and other chemical products that may react with each other separated within the storage *area*?

If these products accidentally spill they must not be able to come into contact with each other.

Does the organisation have a procedure for containing and cleaning up spills of chemicals?

Is there adequate and appropriate equipment on site to respond to any potential spill or incident involving a dangerous good or hazardous substance?

Are spill kits located in easily accessible locations that are close to the area where chemicals are stored and used?

Is the spill kit(s) maintained and re-stocked after use? Who is responsible to make sure this is done?

Fuel, Oil and Dangerous Goods Management

The Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 places certain requirements on organisations & people storing, using and disposing chemical products.

Have staff been trained in spill response procedures and do they know the location of the spill kit(s)?

How does the organisation dispose of used spill response equipment?

Does the organisation have firefighting equipment and is it appropriate for the type of chemicals used?

Is the firefighting equipment being maintained appropriately?

Fire extinguishers must be checked by an approved tester every 6 months.

Water Pollution

The Regulations require airport operators to prevent water pollution.

What to look for	Response	Recommended action and timeframe
Is there any evidence that activities, whether current or past, pose a pollution threat to nearby stormwater drains?	<i>Check stormwater drains and inlet pits near the site for discoloured water or evidence of build-up of metal or paint flakes; pavement surfaces for staining.</i>	
What activities does the organisation conduct that could pose a pollution threat to stormwater drains?	<i>E.g. Aircraft / vehicle maintenance or washing; Storage of chemical products; Liquid waste storage.</i>	
What controls/procedures does the organisation have in place to eliminate or minimise the risk of stormwater pollution?	<i>E.g. pollution from accidental spills of fuel or chemical products and wash water entering drains. Controls may include booms or interceptors etc.</i>	

Water Pollution

The Regulations require airport operators to prevent water pollution.

Has staff been trained in procedures that eliminate or minimise the risk on stormwater pollution from activities such as aircraft wash down and maintenance?

Runoff from aircraft wash down contains detergents, sediment and traces of hydrocarbons (oil, fuel grease, solvents) all of which are pollutants and must not be discharged to stormwater).

Is there a nursery or potted plants on site? If so, what fertiliser(s) are used and where does runoff from plant watering discharge to?

Is there an interceptor/ separator onsite and where does it discharge to?

E.g. does it discharge to sewer or water

If the interceptor discharges to sewer does the organisation have a trade waste licence with Sydney Water?

Please provide a copy of the licence.

If the interceptor discharges to

Water Pollution

The Regulations require airport operators to prevent water pollution.

stormwater, is the discharge monitored and does it meet the requirements of Schedule 2 of the *Airports (Environment Protection) Regulations 1997*? How often is it monitored?

Has a copy of the interceptor discharge monitoring results been provided to Sydney Metro Airports Environment and Heritage Manager?

Please provide a copy of the results of monitoring conducted in 2015 with the return of this audit.

How regularly is the interceptor/seperator and other equipment maintained?

When did the last maintenance occur? Is there a documented maintenance procedure?

Who ensures the maintenance is conducted?

How and where is the maintenance waste disposed?

Does the organisation conduct engine degreasing or parts

Water Pollution

The Regulations require airport operators to prevent water pollution.

washing? If so, where and how is engine degreasing and/or parts washing conducted?

Is engine degreasing conducted over a sealed/contained surface that is away from stormwater drains and under cover?

Are parts washed in a container that can be sealed when not in use?

Are all waste products collected?

Are the waste products stored in a sealed container prior to disposal and is the container placed in a bunded and covered area?

Are the waste products collected by an appropriately licensed contractor?

Have staff been trained in the correct location/method for engine degreasing and/or parts washing, as well as the appropriate storage and

Water Pollution

The Regulations require airport operators to prevent water pollution.

disposal of waste products
associated with these activities?

Does the organisation wash
aircraft?

Does the organisation use waterless
washing or an approved aircraft
wash bay?

If an approved wash bay is not
used, does the organisation wash its
aircraft in a bunded area where all
wash water is captured and
disposed of to an appropriately
licensed waste contractor?

If aircraft are not washed in a
bunded area what measures are
taken, if any, to prevent wash water
entering stormwater drains?

What detergent is used and is it
biodegradable?

Note: Runoff from aircraft wash down

Water Pollution

The Regulations require airport operators to prevent water pollution.

contains detergents, sediment and traces of hydrocarbons, all of which are pollutants and must not be discharged to stormwater. Detergents in particular, methylene blue active substances (anionic surfactants whose presence and concentration is detected by measuring the colour change in a standard solution of methylene blue dye) are particularly damaging. Tenants are encouraged to switch to dry wash methods or biodegradable detergents.

Does the organisation follow the Water Wise Rules issued by Sydney Water?

Have staff been trained in the organisation's aircraft wash procedures? I.e. do staff know how to mitigate the risk of stormwater pollution associated with washing aircraft?

Soil and Groundwater Pollution

The Regulations require airport operators to prevent soil pollution.

What to look for	Response	Recommended action and timeframe
Is there any evidence of current or past soil pollution?	<i>Check the soil around the building for oil or paint stains, the build-up of metal fibres or paint flakes, or areas of dead, dying or discoloured grass or other vegetation.</i>	
Does the organisation engage in any activities that pose a risk of soil and/or groundwater pollution?	<i>e.g. Aircraft / vehicle maintenance or refuelling; paint stripping; aircraft painting; storage of chemical products and liquid wastes; disposal of pre-flight fuel test samples</i>	
If so, what measures has the organisation taken to eliminate or minimise the risk of soil and/or groundwater pollution as a results of business activities.		
Have staff been trained in the measures adopted by the organisation to minimise the risk of soil and/or groundwater pollution from relevant activities?		
Is there any evidence that fill or		

Soil and Groundwater Pollution

The Regulations require airport operators to prevent soil pollution.

landscaping material has been brought onto the site? If so, does the organisation have a validation certificate which demonstrates the material meets the requirements of Schedule 3 of the Airports (Environment Protection) Regulations and contains no asbestos material or that it is Virgin Excavated Natural Material?

Does the organisation have any below ground storage tanks? If so, please describe tank number, type, capacity, location and use (liquid stored).

If there are underground tanks onsite, when was the integrity of underground tanks and associated equipment last tested?

Please provide a copy of the results of the tank integrity testing conducted in 2015 with the return of this audit.

Are there groundwater monitoring wells installed downstream of any underground petroleum storage tanks? If so, please advise when the wells were last monitored?

Please provide a copy of the results of groundwater monitoring with the return

Soil and Groundwater Pollution

The Regulations require airport operators to prevent soil pollution.

of this audit.

What other monitoring is conducted
and how often is it conducted?

Air Pollution

The Regulations require airport operators to prevent air pollution.

What to look for	Response	Recommended action and timeframe
<p>Is there any evidence of air pollution at the site?</p> <p><i>Check for staining or overspray near exhaust fan emission points, and for strong odours near vents. Also check for complaints about dust generating activities.</i></p>		
<p>Does the organisation conduct operations or activities that may affect air quality?</p> <p><i>Spray painting, venting emissions from chemical stores and sanding are some activities that have potential to impact air quality.</i></p>		
<p>If so, what measures, if any, has the organisation taken to mitigate adverse impacts on air quality?</p> <p><i>E.g. air pollution control equipment including spray paint booths, dust extraction system, filters etc.</i></p>		
<p>If a spray paint booth, dust extraction system or any system that ventilates to the exterior of the premises has been installed does the system have WorkCover approval and was a</p>		

Air Pollution

The Regulations require airport operators to prevent air pollution.

Development Approval/Building Approval obtained?

Have staff been trained in the measures the organisation has taken to mitigate the adverse impacts on air quality of the operations?

Does the site have any asbestos containing materials? If so is there an asbestos register maintained on site for review by staff and contractors?

How regularly is the air pollution control equipment maintained? When did the last maintenance occur? Is there a documented maintenance procedure? Who ensures the maintenance is conducted?

How and where is the maintenance waste disposed? E.g. filters

What air quality monitoring, if any, does the organisation undertake? Detail what is monitored and when was monitoring last conducted?

Please provide a copy of the results of air quality monitoring with the return of this audit.

Noise

The Regulations require airport operators to prevent excessive noise.

What to look for	Response	Recommended action and timeframe
<p>Does the organisation conduct operations or activities that may cause offensive or excessive noise?</p> <p><i>E.g. Engine maintenance testing, pre-flight engine testing, metal work, external mechanical equipment</i></p>	<p>If so, what measures does the organisation take to prevent or otherwise minimise the generation of offensive noise?</p> <p><i>E.g. Appropriate use of pre-flight and engine maintenance run bays, compliance with airport specified ground running guidelines.</i></p>	
<p>Have there been any complaints made in relation to noise associated with the organisations operations and what action, if any, was taken to remedy such complaints?</p>		
<p>Where necessary, have measures been taken to limit or restrict noise exposure to staff and surrounding land uses e.g. issuing of appropriate Personnel Protective Equipment</p>		

Noise

The Regulations require airport operators to prevent excessive noise.

(PPE) or installation of muffling devices?

Have staff been trained in the organisation's noise mitigation measures and their application?

Does the organisation conduct any noise monitoring?

If so what is monitored and when was monitoring last conducted?

Please provide a copy of the results of any noise monitoring with the return of this audit.

Waste Management

The Regulations require airport operators appropriately manage and dispose of wastes

What to look for	Response	Recommended action and timeframe
Describe the solid wastes the organisation generates and where and how it is stored prior to disposal. Is it in a container that can be closed to prevent the waste escaping?		
Are the solid waste containers positioned away from high risk areas in the event waste does escape <i>e.g. Away from stormwater drains?</i>		
How is the solid waste disposed? Is solid waste separated and disposed according to its classification? <i>e.g general solid waste, restricted waste, hazardous waste etc.</i>		
Does the organisation generate liquid wastes? If so, list the wastes and describe where and how are the wastes stored prior to disposal?		
Is the liquid waste storage area contained, bunded and covered? Is it located away from high risk areas such as stormwater drains?		
Are liquid wastes that may react with each other separated within the		

Waste Management

The Regulations require airport operators appropriately manage and dispose of wastes

waste storage area?

Are solid and liquid wastes collected by an appropriately licensed contractor? Provide details.

Have the waste disposal receipts issued by the waste collection contractor been retained? How long is the evidence retained?

Have staff been trained in solid waste disposal requirements?

Have staff been trained in the correct method for storage and disposal of liquid wastes?

Please describe any waste minimisation activities the organisation undertakes.

E.g. encouraging reduce, reuse, recycle products where possible.

Are any vehicle/equipment maintenance done on site?

If so how are the waste oil, filters, rags etc. disposed of?

Biodiversity Management

The Regulations require airport operators to protect biodiversity

What to look for	Response	Recommended action and timeframe
<p>Has the organisation removed any trees or shrubs on the site in the last year?</p> <p><i>If so please describe what was removed.</i></p>		
<p>Did the organisation seek Sydney Metro Airport's or the Airport Building Controller's approval before removing the trees or shrubs?</p>		
<p>Is the site within proximity to any Environmentally Significant Sites or Environmental Protection Zones as identified in the Airport Environment Strategy?</p> <p>If so, what measures are in place to ensure operations do not impact on sensitive sites and how are staff made aware of these measures.</p>		

Heritage Management

The Regulations require airport operators to avoid adverse impact on items having cultural or heritage values.

What to look for	Your Response	Your recommended action and timeframe
<p>Is the building identified as having heritage value in Airport's Heritage Management Strategy?</p> <p><i>A number of buildings on both Bankstown and Camden Airport have been identified to have heritage values. Refer to Sydney Metro Airport Property Manager or Environment Manager for further information in relation to the site.</i></p> <p>If so, does the organisation understand the heritage values and the implications of this for use and/or alterations of aspects of the building? Are there any procedures to ensure the organisations activities don't adversely impact these values?</p> <p><i>Please describe.</i></p>		

Environmental Programs

This section allows a site to highlight any positive environmental programs or actions that have been implemented.

Have any positive environmental actions or programs been implemented since the last audit?

(i.e. water conservation, energy saving device implementation, trainings, recycling, implementation of non-hazardous cleaning products etc). If so please detail in the box provided.