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## Environmental Data Monitoring and Surveillance


### Revision list

Revision no.	Description	Date
0	First issue	01.10.10
1		
2		
3		
4		

Written by EC	Verified by MR	Approved by MR
C. Abela [signed]	R. Cremona [signed]	R. Cremona [signed]

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## 1 Aim and scope

The purpose of this procedure is to establish, detailed rules and responsibilities relating to:  
environmental data monitoring and surveillance;  
suppliers and contractors environmental monitoring;  
legislative compliance monitoring;  
progress of the improvement program monitoring.

## 2 References

EN ISO 14001:04, clause 4.5.1  
EN ISO 14001:04, clause 4.5.2

## 3 Terms and Definitions


MR Management Representative  
SM Station Manager  
DM Distribution/Development Manager  
ER Environmental Representative  
EC Environmental Coordinator

## 4 Responsibilities

### Station manager and Distribution Manager

Approve Environmental data monitoring and surveillance plans;

Responsibilities relating to implementation and evaluation of monitoring and surveillance are reported in the Environmental data monitoring and surveillance plan.

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## 5 Operative rules

### 5.1 *Environmental data monitoring and surveillance plan*

The Environmental data monitoring and surveillance plan defines, for each environmental aspect:

1. Type of monitoring / surveillance: data, indicators, units;
2. frequency;
3. data source;
4. Responsible for the implementation;
5. Responsible for the evaluation;
6. recording form.

The monitoring plan will include:

1. all monitoring required specifically by environmental permits (eg IPPC permit) or the environmental laws in force;
2. other monitoring besides legal obligations, which the organization considers important for the purpose of controlling its environmental performance;

The Environmental data monitoring and surveillance plan is to be periodically revised and or updated at least once a year during the management review.

ERs ensure that all executives mentioned in the Environmental data monitoring and surveillance plan are informed about their responsibilities and provide them with all the necessary instructions for a sound data collection.

EC has the responsibility to identify data which needs to be presented during the management review.

As a minimum the following data should be presented:

- Data showing values beyond legal limits
- Data showing anomalous trends
- Data connected with very high environmental impacts or costs

### 5.2 *Suppliers and contractors environmental monitoring*


Suppliers' and contractors' environmental monitoring is performed:

1. concurrently when carrying out control of mandatory environmental permits, licenses (etc.) requested by EMC to their suppliers and contractors;
2. during inspection or audits of the contractor's work

These controls are designed to:

- ensure that the suppliers / contractors are authorized to carry out activities where required;
- check if contract requirements are met;
- to raise awareness of supplier firms about the environment;
- reduce the environmental impact and disturbance to the population of the activities for EMC

EC has to agree with the responsible of the contract on how to carry out monitoring and to keep records.

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### **5.3 Legislative compliance**

Legislative compliance monitoring occurs in two stages:

1. during routine inspections and controls (analysis, appraisals, assessments, etc..) as described for each environmental aspect in the monitoring and surveillance plan;
2. during specific internal audits as defined by the Audit Plan (refer to the Environmental data monitoring and surveillance plan) (see also audit procedure)

Monitoring of legal compliance has to be planned by the EC and completed on a regular basis.

Monitoring of legal compliance includes:

- Verifying existence of updated and in force permits and authorisations;
- Verifying compliance to emission limits;
- Verifying compliance to authorisation, permits, etc. requirements;
- Verifying compliance to legislation's requirements.

In the case where legal compliance surveillance is included within the annual internal audit program, it will be documented by the audit responsible in the audit report.

RAO has the responsibility to ensure that all reports required by the IPPC permits are drafted including all required data and information, according to MEPA requirements, and are approved and delivered to the competent authority within the scheduled deadlines.

## **6 Reference documents**

DPS Environmental data monitoring and surveillance plan

MPS Environmental data monitoring and surveillance plan

Distribution Environmental data monitoring and surveillance plan

MP 1 - Audit Procedure