

Workshop

**“COSTAL AREAS ENVIRONMENTAL IMPACTS ASSESSMENT AND
MANAGEMENT”**

Working group N. 4

“Development of a Port Environmental Management System Outlines”

Objective:

The working group is a simulation of the Self Diagnosis Method (SDM) presented in the morning.

Activities:

Please, fill the format answering the questions according the following rules.

YES / NO Questions

The majority of questions are designed to be answered either Yes or No. In this case, please enter your answer, as shown below, by putting a cross “X” in the appropriate response box provided.

Y N = Yes
 Y N = No

YES / PARTIAL / NO Questions

In some cases you will be asked to gauge the degree to which your Port has achieved the task (for example, management procedure, monitoring, survey, or inventory) or step required in the question. Please answer Yes, Partial or No by putting a cross “x” in the appropriate response as shown.

Y P N = Partial

In some questions you will be offered one more option (NA = not applicable), it must be chosen when the feature related with the question is not present in your port.

RANKED Questions

In several cases you will be asked to rank the degree to which your Port has achieved the task (for example, management procedure, monitoring, survey, or inventory) or step required in the question. Your answer can be simply qualified using percentages as shown below.

>75% >50% >25% <25%

Please indicate the required percentage (proportion) by ticking the appropriate box. However, where it is difficult to qualify your answer numerically please refer to the written definitions for each rank provided in the table below.

Definition	Percentage achievement
Task achieved in <i>most</i> cases with only a few exceptions.	>75% - 100%
Task achieved in <i>many</i> cases although several may need further management attention.	>50% - 75%
Task achieved in <i>a number</i> of cases.	>25% - 50%
Task achieved in <i>few</i> cases.	0% - <25%

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Port Profile

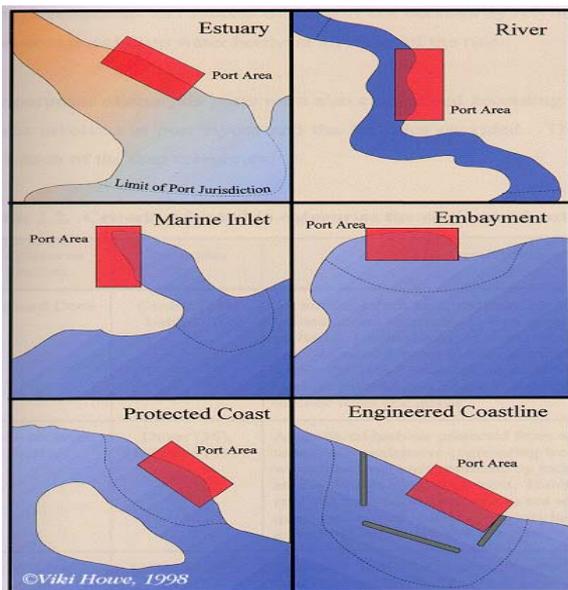
General Port Information

1. Legal Status and Port Operators

- 1.1. What is the Port's legal position? Municipality State Private Company*
 other _____
 Further detail: _____
- 1.2. Who is the owner of the land? Municipality State Private Company*
 other _____
 Further detail: _____
- 1.3. Who operates the terminals*? Public Companies* Private Companies* Both
 other _____
 Further detail: _____
- 1.4. Who does the stevedoring? Public Companies* Private Companies* Both
 other _____
 Further detail: _____
- 1.5. Who carries out cargo handling*? Public Companies* Private Companies* Both
 other _____
 Further detail: _____

2. Port Location and Port Area

2.1. Please tick the geographic setting of the Port



2.2. Please describe the area of the Port

Area of Port's land (km² or specify units):

Further detail: _____

Port jurisdiction limit onshore (km or specify units):

Further detail : _____

Area of Port's navigable water (km² or specify units):

<input type="checkbox"/>	<input type="checkbox"/>	Further detail: _____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Other location: _____	Port jurisdiction limit offshore (nautical miles): _____

	Further detail: _____

Total quayage (m): _____	Length, largest vessel (m): _____
Maximum draught (m): _____	Draught, largest vessel (m): _____
Tidal range (m): _____	
Further detail: _____	

2.3. Use of Surrounding Land

<input type="checkbox"/> Agricultural land	<input type="checkbox"/> Open water (lakes, rivers, reservoirs)
<input type="checkbox"/> Conservation / Protected Areas	<input type="checkbox"/> Urban / City
<input type="checkbox"/> Forestry / Woodlands	<input type="checkbox"/> Industry
<input type="checkbox"/> Nature	<input type="checkbox"/> Recreational*
<input type="checkbox"/> other _____	<input type="checkbox"/> other _____

2.4. Coastal and Marine Characteristics

<input type="checkbox"/> Boulders	<input type="checkbox"/> Offshore Islands
<input type="checkbox"/> Cliff	<input type="checkbox"/> Offshore Banks
<input type="checkbox"/> Rocky foreshore	<input type="checkbox"/> Rivers
<input type="checkbox"/> Tidal flats (mud)	<input type="checkbox"/> Sandy Beach
<input type="checkbox"/> Sea Walls / Coastal defence	<input type="checkbox"/> Shingle Beach
<input type="checkbox"/> Dune Systems	<input type="checkbox"/> Salt Marsh
<input type="checkbox"/> other _____	<input type="checkbox"/> other _____

3. Port Business

Tonnage:(million tons / year) < 5 5 < 15 25 < 50
 50 < 100 50 < 100 > 100
Further detail: _____

TEU¹ –containers:(thousands / year) < 250 250 < 500 500 < 1000
 1000 < 2000 2000 < 3000 3000 < 5000
 > 5000
Further detail: _____

Passengers: (thousands / year) < 1000 1000 < 3000 3000 < 7000 > 7000
Further detail: _____

4. Main Commercial Activities and Cargo Handling

Commercial Activities

- Aggregates (sand, gravel..)
- Ship building and repair
- Petroleum product processing
- Marinas / Leisure
- Chemical industry
- General manufacturing
- Fish market and processing
- Storage and packaging
- Refrigerated cargo
- other _____

Cargo Handling*

- Dry bulk
- Liquid bulk (non-oil)
- Trade cars / Vehicles
- Perishable goods
- Petroleum / Oil products
- Ro-Ro
- General cargo
- other _____
- other _____
- other _____

5. Main Cargoes

Petroleum:

- Crude oil
- Refined products²
- LNG (liquefied natural gas)
- other _____

Dry bulk:

- Animal feed
- Chemicals
- Cocoa
- Coke
- Grains
- Scrap (iron)
- Soya
- Tapioca
- Timber
- Wood products
- other _____

Liquid bulk (non-oil):

- Liquid chemicals
- Liquefied gases
- Perishable liquids
- Water
- other _____

Pyrites minerals:

- Aluminium
- Cement
- Phosphates
- Potash
- Pyrites
- Sulphur

Other:

- Cars / Vehicles
- Fish
- Fruit
- Livestock
- other _____

¹ TEU: container equivalent to 20 feet

² Refined oil products include fuel oils, kerosene, motor spirit, asphalt and bitumen

- other _____
- Ores:
- Bauxite
 - Coal
 - Iron ore
 - other _____

6. Environmental Management*

6.1. Who is the designated officer for Environmental Management* (name and job title):

6.2. How is environmental management* organised in the Port?

- Environmental department
- Environmental Committee
- Environmental working group
- External consultants
- Designated environmental personnel:
(How many environmental employees? ___)

6.3. Does the Port have environmental management review* tools?

- Yes No

If yes, please specify between the following ones:

- Environmental management plan*
- ISO 14000 certification
- EMAS certification
- Others: _____

6.4. Is environmental responsibility defined at board level?

- Yes No

Other remarks regarding the Port:

Section M1: Environmental Policy*

M1.1 **Has an Initial Environmental Review* been conducted (e.g. PERS*)?** Y N
If Yes; please give date of last review (dd/mm/yy) _____

M1A: Environmental Policy Document

M1.2 **Do you have an Environmental Policy*?** Y N
Date of Publication (dd/mm/yy) _____
If **No**; proceed to section **M1C**

M1.3 **Is the policy?**

M1.3.1 Signed by the Chief Executive* / Senior Management* Y N
M1.3.2 Communicated to all relevant interest groups³ Y N
M1.3.3 Communicated to all employees³ Y N

M1.4 **Does the policy?**

M1.4.1 Specify objectives (main goals) Y N
M1.4.2 Demonstrate commitment to

- Publish an environmental annual report Y N
- Continual improvement* Y N
- Prevention of Pollution Y N
- Train employees on environmental issues* Y N
- Introduce an Environmental Management System* Y N
- Reduce resource consumption Y N
- Improve environmental standards beyond those required under legislation⁴ Y N
- Encourage improved environmental performance* of Port users (including suppliers) Y N

Further details / Notes _____

³ Communication of the environmental policy: Environmental management standards require the environmental policy to be brought to the notice of all employees and made publicly available. The environmental policy could be distributed to each employee. It could be made available through a nominated member of staff, internal newsletters, briefings, seminars and training videos.

⁴ An environmental management program should ensure, at least, compliance with regulatory standards on the environment, health and safety.

M1B: Environmental Policy Scope⁵

M1.5 Does the Environmental Policy refer to the following issues?

- | | | | | |
|---------|---|----------------------------|----------------------------|----------------------------|
| M1.5.1 | Implementation of the ESPO Code of Practice | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.2 | Operations carried out in the port | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.3 | Substances ⁶ involved in port operations | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.4 | Emissions / effluents generated by port activities | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.5 | Wastes produced in the port | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.7 | Cargoes loaded / unloaded | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.8 | Premises and land | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.9 | Investment and expansion plans | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.10 | Energy use and energy conservation | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.5.11 | Public relations | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |

Further details / Notes _____

M1C: Environmental Regulations & Port Activities / Aspects

M1.6 Does the Port authority have an inventory of relevant environmental regulations and their requirements for all Port activities⁷? Y P N

If No; Proceed to question M1.7

- | | | | |
|--------|--|----------------------------|----------------------------|
| M1.6.1 | Have you specified procedures to collate and update your inventory(ies)? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M1.6.2 | Is the information readily available? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M1.6.3 | Is the information distributed to relevant port personnel? | <input type="checkbox"/> Y | <input type="checkbox"/> N |

Further details / Notes _____

⁵ Environmental policy should cover significant environmental aspects of activities, products, services or aspects for which the port is responsible, may reasonably influence or of local importance and The port shall provide a framework upon which to prepare environmental objectives for the site or organisation* involved.

⁶ Substances include materials and chemicals used in Port operations and management, for example, packaging, hydraulic fluids, paper, cleaning fluids, fuels and non-renewable resources*.

⁷ Each department may keep a record or inventory of relevant environmental regulations and their requirements. However, this may be regarded as an inventory if the information is accessible and available to all other departments and senior management.

M1.7 Has the Port prepared an Environmental Aspects Inventory* of Port activities? Y P N

If No; Proceed to section M1D

M1.8 Does the Environmental Aspects Inventory* consider aspects from the following Port Activities:

- | | | | | | |
|---------|--|----------------------------|----------------------------|----------------------------|-----------------------------|
| M1.8.1 | Bunkering | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.2 | Dredging | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.3 | Marine engineering* | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.4 | Ship building and repair | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.5 | Shipping & Navigation* | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.6 | Land traffic | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.7 | Waste management | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.8 | Cargo handling* operations | | | | |
| | • Chemicals (not hazardous/ oil) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Containers | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Dry bulk | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • General cargo | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Hazardous cargo*/ Oil, gas and petroleum products | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Liquid bulk (non-oil) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Perishable goods | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Ro-Ro | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Vehicles / Trade cars | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Other (specify) _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.9 | Cargo Storage * | | | | |
| | • Chemicals (not hazardous/ oil) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Containers | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Dry bulk | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • General cargo | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Hazardous cargo */ Oil, gas and petroleum products | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Liquid bulk (non-oil) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Perishable goods | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Vehicles / Trade cars | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Other (specify) _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.10 | Port based industry | | | | |
| | • Aggregate industry (sand, gravel, cement) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Chemical & pharmaceutical plants | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Fish market and processing | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Agrofood industries | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Metal ore processing and refining | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Oil refineries and petroleum processing plants | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Power stations | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Steelworks | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Waste reception *, treatment and processing | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Other (specify) _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.11 | Fisheries & aquaculture* | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.12 | Coastal Engineering * and Port infrastructure | | | | |
| | • Piers & breakwaters | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | • Coastal & Flood defence * | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |

- Port development (sea)⁸ Y P N NA
- Port development (land)⁹ Y P N NA
- Other (specify) _____ Y P N NA

Does the Environmental Aspects Inventory* consider aspects from the following Port activities (continued)?

- | | | | | | |
|---------|-----------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| M1.8.13 | Maintenance of Port Installations | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.14 | Military Use | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.15 | Recreation* and tourism | | | | |
| | Cruise Ships | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | Marinas | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | Commercial / Leisure activities | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| | Watersports | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.16 | Past Activities ¹⁰ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |
| M1.8.17 | Other (specify) _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N | <input type="checkbox"/> NA |

Further details / Notes _____

M1.9 Does the Environmental Aspects Inventory* consider aspects from the following Administrative and Planning activities?

- | | | | | |
|--------|---------------------------------------|----------------------------|----------------------------|----------------------------|
| M1.9.1 | Strategic Planning* | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.9.2 | Master Plan / Investment Policy* | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.9.3 | Projects & Programmes | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.9.4 | Administrative Services ¹¹ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.9.5 | Other (specify) _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |

M1.10 Does the Environmental Aspects Inventory* consider aspects from the activities of the following stakeholders*/tenants?

- | | | | | |
|---------|--|----------------------------|----------------------------|----------------------------|
| M1.10.1 | Suppliers | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.10.2 | Logistic Operators (activities associated with the logistic chain) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.10.3 | Building Contractors | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M1.10.4 | Service Contractors | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |

⁸ Activities related to the expansion of port towards the sea (docks, new facilities, etc.).

⁹ Activities related to the expansion of port on land, including building of new infrastructures in port's jurisdiction.

¹⁰ This means contamination of soil, abandoned installations and old structures and networks (e.g. drainage).

¹¹ It is referred to all the activities carried out in Port Authority's offices.

M1.11 Does the Environmental Aspects Inventory* consider aspects from:

- M1.11.1 Emergency situations Y P N
M1.11.1 Environmental incidents Y P N

Further details / Notes _____

M1.12 Does the Environmental Aspects Inventory* consider the following key aspects?

- M1.12.1 Emissions to air Y N
M1.12.2 Emissions to water Y N
M1.12.3 Emissions to soil Y N
M1.12.4 Emissions to sediments Y N
M1.12.5 Noise Y N
M1.12.6 Waste production¹² Y N
M1.12.7 Changes in terrestrial habitats Y N
M1.12.8 Changes in marine ecosystems Y N
M1.12.9 Odour Y N
M1.12.10 Resource* (water, energy, ...) consumption Y N
M1.12.11 "Port development (land)" aspects* Y N
M1.12.12 "Port development (sea)" aspects* Y N
M1.12.14 Other (specify) _____ Y N

M1.13 For the Environmental Aspects* under Port Authority responsibility, does the Inventory evaluate the significance of the aspects identified?

Further details / Notes _____

¹² It includes waste materials and effluents created by Port operators and users on land.

M1D: Objectives* and Targets*

M1.14 Have objectives* and targets* for environmental improvement been defined? Y N
 If No; proceed to section M1E

M1.15 How many general objectives* have been specified?
 (write the number of objectives in the box, e.g. 0, 1, 2, etc.)

M1.16 Have these objectives* been published? Y P N

M1.17 Do you have quantitative objectives*? Y P N

M1.18 Has the Port defined targets* for its objectives*? Y P N

Further details / Notes _____

M1E: Resources and Budget

M1.19 Does the Port have a specific budget for Environmental issues¹³? Y N

M1.20 Does the Port allocate financial resources (budget) to the following?

M1.20.1 Environmental training for employees Y N

M1.20.2 Impact minimizing Y N

M1.20.3 Emergency response & prevention Y N

M1.20.4 Environmental monitoring* Y N

M1.20.5 Audit and Review Y N

Further details / Notes _____

¹³ Has the Port allocated a defined proportion of its budget to environmental issues alone?

Section M2: Management Organisation & Personnel

M2A: Responsibilities of the Environmental Management Representative

M2.1 Has a management representative been appointed with responsibility for the Environment^{14*}? Y N

If No proceed to question M2B

M2.2 Does this representative?

M2.2.1 Communicate directly with the Board of Directors Y N

M2.2.2 Report to Senior management Y N

M2.3 Is this representative responsible for?

M2.3.1 Co-ordination of environmental management throughout the Port Y P N

M2.3.2 Response to internal and external enquiries Y P N

M2.3.3 Ensuring compliance with Environmental Policy* Y P N

M2.3.4 Implementation of an Environmental Management System* Y P N

M2.3.5 Monitoring* current environmental issues and legislation Y P N

M2.4 Are all personnel aware of the responsibilities and authority of this representative? Y P N

Further details / Notes _____

¹⁴ This management representative oversees the development and co-ordination of environmental management within the organisation* as well as monitoring and advising on environmental issues in general. The management representative is responsible for the implementation, review and update of the environmental management program(s) and policy when present. To be effective this representative will probably be in senior management and report to the board of Directors or senior management group.

M2B: Environmental Responsibilities of Key Personnel¹⁵

M2.5 For those areas for which the Port authority has responsibility, what personnel are responsible for the following functions?

	Job title or name	Department
Port operations (Dredging)	_____	_____
Port operations (Navigation&Shipping)	_____	_____
Port operations (Terminals)	_____	_____
Cargo handling operations	_____	_____
Jetty / wharf management	_____	_____
Site management	_____	_____
Strategic planning	_____	_____
Civil engineering	_____	_____
Supplies acquisition	_____	_____
Operator licensing / permit	_____	_____
Public relations & marketing	_____	_____
Quality management	_____	_____
On site contractor management	_____	_____
On site conservation	_____	_____
Emergency planning	_____	_____
Waste management	_____	_____
Port Authority workboats	_____	_____
Port Security	_____	_____
Marina / slipway management	_____	_____
Environmental document and data management	_____	_____
Soil pollution assessment	_____	_____
Air quality monitoring*	_____	_____
Water quality monitoring*	_____	_____
Vehicular management of terminal traffic	_____	_____
Other (please specify)	_____	_____
	_____	_____

¹⁵ Key personnel are those managers and others who are responsible for environment critical activities that may affect the environment. These are activities that may cause, control or minimise environmental aspects when managed, or may cause effects if control was lost or that may result in a breach of environmental policy or regulations.

NOTE: This section is very useful for the completion of PERS. Once the Port has filled in this part, it can be directly introduced in the section 1.3 of PERS (“Documented responsibilities and resources related to environmental aspects”) in order to provide evidence of structure and responsibility for environmental aspects.

Further details / Notes _____

M2C: Individual Environmental Responsibilities

- M2.6 Are individual environmental responsibilities documented?** Y N
If Yes; Which of the following steps has the Port achieved?
- M2.6.1 Responsibilities specified in job descriptions Y N
M2.6.2 Responsible party designated in written procedures Y N
M2.6.3 Authority specified in written specification Y N
M2.6.4 Inter-relations between other key personnel documented Y N
M2.6.5 Reporting procedures documented Y N

Further details / Notes _____

Section M3: Environmental Training¹⁶

M3.1 Are all Port employees aware of the following?

- M3.1.1 Importance of compliance with environmental policy* Y P N
- M3.1.2 Potential environmental impacts of their work activities Y P N
- M3.1.3 Their responsibility to conform to the environmental policy* and management objectives* Y P N
- M3.1.4 The objectives*, actions and programs carried out by the Port in order to improve its environmental performance* Y P N

M3.2 Does the Port authority have an environmental training program for its employees? Y N
If NO; proceed to section M4

M3.3 Is the Environmental Training fitted to employees' activities and responsibilities? Y N

M3.4 What proportion of Port employees receive Environmental Training? >75% >50% >25% <25%

Further details / Notes _____

¹⁶ Environmental management guidance recommends that employees should not take on unfamiliar tasks, involving systems, machinery or substances with which they have no experience. Training is recommended to do their job safely with the minimum risk to the environment. Employees may be monitored to ensure that environmental training is applied effectively.

Section M4: Communication

M4A: Internal Communication¹⁷

M4.1 Are there procedures to communicate environmental information internally within the environmental key personnel? Y N

If No; proceed to section M4B

M4.2 Which of the following communications tools are used?

M4.2.1 Oral / informal communication Y N

M4.2.2 Electronic media Y N

M4.2.3 Internal newsletters Y N

M4.2.4 Seminars & briefings Y N

M4.2.5 Staff / Management working groups Y N

M4.2.6 Suggestion boxes Y N

Further details / Notes _____

M4B: External Communication¹⁸

M4.3 Are there procedures to

M4.3.1 Communicate Port environmental information to interested parties* Y N

M4.3.2 Obtain the views of external groups about the Port environment Y N

If No; Proceed to section M5

M4.4 Are these procedures achieved by:

M4.4.1 Attending coastal fora and coastal management groups? Y N

M4.4.2 Brochures? Y N

M4.4.3 Complaint procedures? Y N

M4.4.4 Local liaison committees? Y N

M4.4.5 Newsletters to Port neighbours? Y N

M4.4.6 Port website? Y N

M4.4.7 Press releases? Y N

M4.4.8 Reading media (papers, TV, radio)? Y N

M4.4.9 Reading pressure group literature Y N

M4.4.10 Sending speakers to local events and conferences Y N

M4.4.11 Site visits for local groups (e.g. families, schools) Y N

M4.4.12 Special reports Y N

M4.4.13 Other _____ Y N

Further details / Notes _____

¹⁷ Internal communication raises environmental awareness, encourages employees to improve environmental performance* and encourages support of environmental management.

¹⁸ External communication demonstrates the Ports' achievements in environmental management to the general public, local communities, insurers, government legislators, pressure groups and investors.

Section M5: Operational Management

M5A: Environmental Management Programs* and Action Plans

M5.1 Have management programs* and action plans* been prepared to achieve each objective*? Y N

If No; proceed to Section M5B

M5.2 Do the environmental management programs* and action plans* specify the following?

M5.2.1 Agency / person responsible for the action (Who will do it?) Y P N

M5.2.2 Duration and / or frequency (When and how often will it be done?) Y P N

M5.2.3 Method or standard operating procedure to be used (How will it be done?) Y P N

Further details / Notes _____

M5B: Standard Operating Procedures¹⁹ and Working Instructions

M5.3 Are there methods to deal with non-compliance with internal and external standards? Y N

If No; Proceed to section M5C

M5.4 Do these methods?

M5.4.1 Identify problems Y N

M5.4.2 Determine causes Y N

M5.4.3 Initiate preventative and corrective action Y N

Further details / Notes _____

¹⁹ Standard operating procedures are written protocols or working instructions that specify how a task will be carried out.

M5C: Environmental Management Manual*

M5.5 Have you prepared an environmental management manual*? Y N

If No; Proceed to section M5D

M5.6 Does the manual examine or contain the following?

M5.6.1 Environmental policy* statement Y N

M5.6.2 Integration of environmental management* within overall management Y N

M5.6.3 Key environmental roles and responsibilities Y N

M5.6.4 Targets* Y N

M5.6.5 Environmental Management program* (standard operating procedures) Y N

M5.6.6 Records and monitoring* program Y N

M5.6.7 Reference to site(s) emergency plans Y N

M5.6.8 Reference to environmental control documentation and records Y N

Further details / Notes _____

M5D: Environmental Documentation²⁰ Management

M5.7 Where are environmental documentation and records maintained?

M5.7.1 Centrally Y N

M5.7.2 By Departments Y N

M5.7.3 Other _____ Y N

M5.8 Have the following been specified for your records?

M5.8.1 Officer / Manager responsible for its maintenance Y P N

M5.8.2 The records' subject and date of last update Y P N

M5.8.3 Confidentiality Y P N

M5.8.4 Review and update procedure Y P N

Further details / Notes _____

²⁰ Environmental documentation includes written material and records generated by and used in the environmental management program; for example, environmental policies, reports and statements, environmental management manual, standard operating procedures, environmental inventories, environmental training and monitoring records.

Section M6: Emergency Planning

M6.1 Does your Port have an Emergency and Incident Plan? Y N
 If **NO**; Proceed to section M7

M6.2 Does your Emergency* and Incident Plan include the following?

- | | | | | |
|---------|--|----------------------------|----------------------------|----------------------------|
| M6.2.1 | Possible environmental consequences of likely incidents | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.2 | Actions to be taken in case of an explosion | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.3 | Actions to be taken in case of a fire | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.4 | Actions to be taken in case of floods / storms | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.5 | Actions to be taken in case of oil / chemical spill on land | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.6 | Actions to be taken in case of oil / chemical spill on navigable water | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.7 | Actions to be taken in case of shipping accident | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.8 | Actions to be taken in case of vandalism / terrorism | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.9 | Actions to be taken in case of vehicular accident | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.10 | Responsibility and role of Port Authority personnel | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.11 | Responsibility and role of land private operators | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.12 | Responsibility and role of ship agents | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.13 | Responsibility and role of external agencies | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.14 | Communication procedures (who to call and when) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.15 | Control and containment procedures | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.16 | Location and type of equipment (on and off site) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.17 | Location and skills of trained personnel (on and off-site) | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.18 | Communication procedures with neighbouring industry, public and media | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.19 | Responsibility for follow-up and reporting | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |
| M6.2.20 | Other _____ | <input type="checkbox"/> Y | <input type="checkbox"/> P | <input type="checkbox"/> N |

Further details / Notes _____

Section M7: Monitoring* and Records

M7A: Environmental Monitoring*

M7.1 Are the environmental aspects of Port activities monitored? Y P N

If No; Proceed to section M7B

M7.2 How many monitoring* programs exist in the Port? _____

M7.3 What proportion of the Ports monitoring* programs include the following items?

- | | | | | | |
|--------|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| M7.3.1 | Selection of the parameter to be monitored | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.2 | Design of the sampling program for each parameter | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.3 | Specification of standardised data collection methods | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.4 | Specification of data format and its storage | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.5 | Specification of data analysis method | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.6 | Estimation of the cost | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.7 | Interpretation of results | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |
| M7.3.8 | Feedback to management program | <input type="checkbox"/> >75% | <input type="checkbox"/> >50% | <input type="checkbox"/> >25% | <input type="checkbox"/> <25% |

Further details / Notes _____

M7B: Monitoring* of Environmental Management Program*

M7.4 Is the environmental management plan* monitored? Y N

If No; Proceed to section M8

M7.5 Do you monitor the following?

- | | | | |
|--------|--|----------------------------|----------------------------|
| M7.5.1 | Correct application of standard operating procedures | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.2 | Effectiveness of standard operating procedures | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.3 | Compliance with Environmental Policy* and follow up | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.4 | Compliance with legislation and corrective action | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.5 | Maintenance procedures | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.6 | Incidents and follow up | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.7 | Inventories (waste, materials, fuels and energy use) | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| M7.5.8 | Training information | <input type="checkbox"/> Y | <input type="checkbox"/> N |

Further details / Notes _____

Section M8: Environmental Audit* and Review

M8A Environmental Audit*

M8.1 Has an Environmental Audit* been conducted? Y N

Date of latest audit (dd/mm/yy): _____

If No; Proceed to section **M8B**

M8.2 Did the environmental audit* examine?

M8.2.1 General management (Corporate) Y N

M8.2.2 Compliance (Regulation) Y N

M8.2.3 Specific activities Y N

M8.2.4 Environmental issues* Y N

M8.2.5 Suppliers & Operators Y N

M8.2.6 Environmental Management* Standard Accreditation Y N

M8.3 How was the Audit conducted?

• By Local Government Y N

• By own staff Y N

• By external consultants Y N

• By Environmental Enforcement Agency Y N

• According to ISO 14000 or EMAS Standards Y N

Further details / Notes _____

M8B: Environmental Management Review*

M8.4 Is there a procedure to review the Port environmental management program*? Y N

M8.5 Does this review procedure specify the following?

M8.5.1 Who carries out the review Y N

M8.5.2 How often the review will be conducted²¹ Y N

²¹ Different objectives, targets or management programs may be reviewed at different time intervals

M8.6 Does the review procedure examine?

- M8.6.1 Organisational structures Y N
- M8.6.2 Administrative and managerial procedures Y N
- M8.6.3 Activities, operations and aspects under Port Authority responsibility Y N
- M8.6.4 Documentation, reports and records Y N
- M8.6.5 Environmental performance Y N
- M8.6.6 Costs and benefits Y N

Further details / Notes _____

