

Environmental Compliance Checklist

A practical checklist for running an auditable environmental compliance programme across sites

ISO 14001 • NEMA • Environmental Compliance • Environmental Monitoring • King V • GHG Protocol

Environmental compliance is demonstrated with evidence, not intention. This checklist sets out a practical sequence for running an ongoing environmental compliance programme, from legal obligation tracking and multi-site monitoring through incidents, targets, and regulatory reporting, so environmental performance can be produced on demand for an inspector or auditor.

A Legal Obligations & Compliance Register

- ☐ Maintain a register of applicable environmental legislation and other requirements
- ☐ Assign an owner to each obligation with an evaluation frequency defined
- ☐ Record the review date and source when legislation changes are published
- ☐ Evaluate compliance against each obligation and log the outcome with evidence

B Multi-Site Environmental Monitoring

- ☐ Capture monitoring data for air quality, water, noise, biodiversity, and energy per site
- ☐ Use consistent units and definitions across every site to allow consolidation
- ☐ Set monitoring frequency and thresholds for each parameter
- ☐ Flag readings that breach a threshold for investigation and action

C Permits, Licences & Authorisations

- ☐ Maintain a schedule of environmental permits, licences, and authorisations
- ☐ Monitor expiry and renewal dates with reminders ahead of the deadline
- ☐ Record permit conditions and link them to the monitoring data that evidences compliance
- ☐ Confirm each operating site holds the authorisations its activities require

D Environmental Incidents & Non-Conformances

- ☐ Record environmental incidents and near misses at the time they occur
- ☐ Classify each event by type, severity, and affected environmental aspect
- ☐ Determine root cause rather than recording only the immediate symptom
- ☐ Assign corrective actions with clear owners and realistic due dates

E Objectives, Targets & Initiatives

- ☐ Define measurable environmental objectives aligned to significant impacts
- ☐ Set reduction targets with a baseline and a monitored progress measure
- ☐ Link improvement initiatives to the objectives they support
- ☐ Review progress against targets on a set frequency, not only at year end

F Inspections & Operational Controls

- ☐ Schedule environmental inspections with defined scope and frequency
- ☐ Use standardised inspection questions that produce a testable yes or no
- ☐ Record findings with evidence and raise non-conformances where needed
- ☐ Verify operational controls for waste, effluent, and emissions are being applied

G Reporting & Stakeholder Communication

- ☐ Produce regulatory and internal reports from the monitoring data, not re-keyed spreadsheets
- ☐ Maintain an audit trail linking every reported figure to its source evidence
- ☐ Feed environmental data into ESG and sustainability disclosures without re-entry
- ☐ Record stakeholder communications and commitments with follow-up actions tracked