

Module 3

ADMINISTRATIVE PROCEDURES

INDUCTION COURSE FOR ENVIRONMENTAL AUDITOR (7-10 March 2017)

Objective

To understand the various administrative procedures involved in environmental audit under Section 33A

*** These procedures have been prepared based on provisions in Draft Environmental Quality (Environmental Audit) Regulations 20XX*

Background

The administrative procedures are stipulated in the [Environmental Audit Guidance Manual](#) and other DOE's Directives and Notices

Notice To Audit

- Through the Written Notification
 - (i) For EIA Projects - Refer to EIA Conditions
 - Schedule 1 - compulsory
 - Schedule 2 - on case by case basis (for prescribed premises for SW is required in Jadual Pematuhan)
 - (ii) Other projects - written notification, conditions of licences etc
- Director General can selectively target premises, industries, etc. for auditing.

Audit for EIA Projects

EIA Approval Condition on Environmental Audit

LAPORAN AUDIT ALAM SEKITAR

- Laporan Audit Alam Sekitar oleh pihak ketiga hendaklah dikemukakan kepada Jabatan Alam Sekitar Negeri _____ setiap, mulai tarikh kerja tanah dimulakan. Kaedah-kaedah pelaksanaan audit alam sekitar ini hendaklah mengikut Environmental Audit Guidance Manual (**Edisi x/ 2015**) , terbitan Jabatan Alam Sekitar. Segala kos audit tersebut hendaklah ditanggung oleh Pemaju Projek.

Time for Audit

- Audit could be as and when
- Can also be scheduled periodically



Audit Frequency



- Depends on the EIA Conditions
- Could be yearly or on case by case basis
- Depends on sensitivity of the site, public concern and complaints and level of compliance
- Auditor, based on assessment on the site, may suggest DOE to review the frequency, but decision will be made by DOE based on needs

Third Party Auditors

- Only Registered Environmental Auditor can be appointed (as of 1st of Feb 2010)
- As of 1st November 2010, only CESSWI certified (or similar) can be appointed to conduct audit for construction sites
- Cannot conduct environmental monitoring and audit on the same project
- Lead Auditor responsible to select assistants (with relevant background and qualification) and Subject Specialists, if needed
- Not allowed to audit the same premise for more than 2 years, unless with permission

Third Party Auditors



- Ensures objective evaluation of environmental conditions compared to reports from internal auditors;
- Separates enforcement and assessment activities;
- Allows greater availability of environmental auditors than if limited to DOE personnel alone;
- Supports specialization and professionalism (e.g: through CESSWI)

Benefit of Third Party Registered Auditor


- Ensures objective evaluation of environmental conditions compared to reports from internal auditors
- Separates enforcement and assessment activities;
- Allows greater availability of environmental auditors than if limited to DOE personnel alone;
- Supports specialization and professionalism (e.g: through CESSWI)

Environmental Auditor Registration Scheme





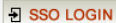
- The requirement to keep the list of qualified personnel has been specified in the Environmental Quality Act 1974
- The list can be accessed at www.doe.gov.my


← → ↻ <https://www.doe.gov.my/portalv1/en/>  

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Official Portal of Department of Environment
Ministry of Natural Resources & Environment
 "Environmental Conservation, Our Shared Responsibility"

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Announcement

Pengumuman Mengenai Appendix 6 and Appendix 10, Environmental Impact Assessment Guidelines In Malaysia

We Need Your Feedback!

Pemohonan Untuk Menjadi Training Provider Bagi Kursus Kompetensi dan Persijilan Industri EIMAS

Register Environmental Members Now !!!

CONGRATULATIONS ! QUALITY MANAGEMENT SYSTEM MS ISO 9001:2008

Congratulations to the Department of Environment (DOE) and its staff for the recertification of Quality Management System, MS ISO 9001:2008 until 14 September 2018.

Scope of certification covers the Processing of EIA Report and Enforcement of EIA Conditions.






DOE remains committed to provide excellent service to our customers to ensure the highest satisfaction.

INFORM Consultants
CONSULTANTS

- ▶ Announcement to EIA Consultant
- ▶ Registered EIA Consultant
- ▶ EIA Consultants Registration Scheme
- ▶ Induction Course for EIA Consultants
- ▶ EIA Consultant CPD




ENVIRONMENTAL AUDITOR



- ▶ Environment Auditor Announcement
- ▶ Registered Environmental Auditor
- ▶ Environmental Audit Guidance Manual
- ▶ Environmental Auditor Registration Scheme


 The Industries  The Developers  The Consultants  Public  Members of DOE


E-Services


- Online Services
- Acts, Rules, Regulations & Orders
- Complaint & Enquiry
- Publication through Enviro Knowledge Management Centre (EKMC)
- Department of Environment Video Collections
- Download Form











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Procurement


- Environmental Auditor Announcement
- Registered Environmental Auditor
- Env. Audit Guidance Manual
- Env. Auditor Registration Scheme

Provisions for Confidentiality and Penalties

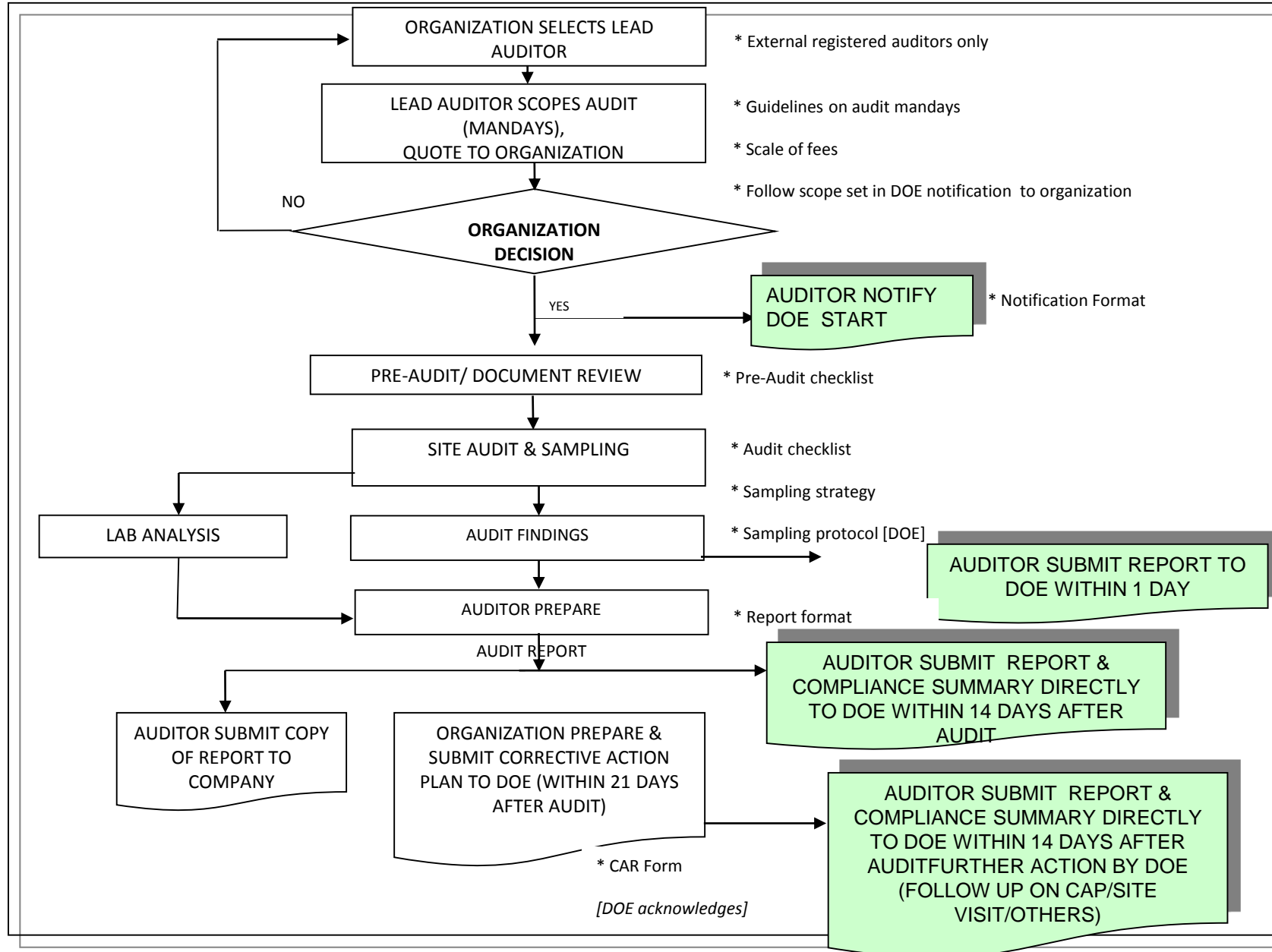
- An audit report is the property of the entity that commissioned it
- The Auditee has rights on proprietary information

Administrative Procedures

- Flow chart of the Audit Process
 - Auditor appointed by Organisation
 - Auditor appointed by DOE

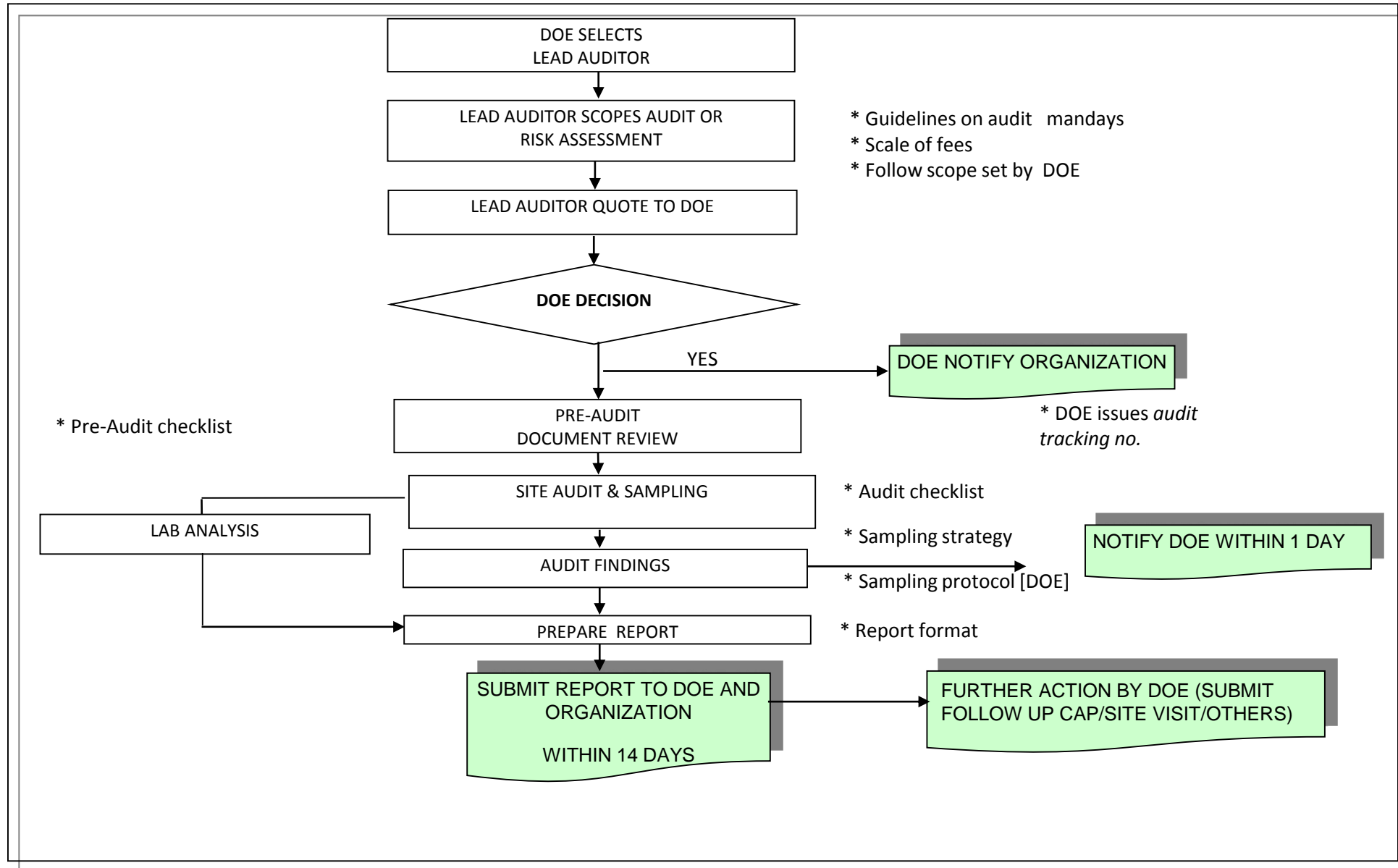
Scenario 1

ENVIRONMENTAL AUDIT (AUDITOR APPOINTED BY ORGANIZATION)



Scenario 2

ENVIRONMENTAL AUDIT (AUDITOR APPOINTED BY DOE)



Audit Costs

- Auditee shall always bear the costs of audits.
- Pay directly to auditor (or as determined by DOE).
- Guide on man-days available in EA Guidance Manual
- Other methods of paying environmental auditors could be considered to ensure professionalism, selection of suitable auditors, timeliness of action, etc.



Submission of Audit Report



Auditor shall submit report:

- **directly to DOE within 14 days or as specified by DOE;**
- **follow format in Guidance Manual.**

Auditor Reports Directly to Department of Environment

- To ensure timely submission of reports;
- To ensure reports are not manipulated before arrival to DOE
- To adhere to the principle of 'independent' audit

Auditee Responsible for Timely Response on Corrective Action

- Auditee (owner and occupier) will always be responsible for corrective and preventive actions
- Auditor is not responsible for the preparation of Corrective Action Plan
- Auditee may follow recommendations from Auditor or choose different options
- Audit findings should be acted upon soonest.

Corrective Action Plan

- Corrective Action Plan

from auditee within 21 days
after audit or as specified by
DOE



Follow up Action

- DOE will take necessary follow up action to ensure implementation of the CAP & bring back organization to compliance





Audit Fee

- Based on market price

End of Module 3

Thank You