

GUIDELINES FOR PREPARATION AND REVIEW OF ENVIRONMENTAL REPORTS

CHECKLIST

Clause No.	Requirements for Preparation and Review of Environmental Reports	EIA Report		
		PRESENT	LACKING	Page no. (if present)
2	Commencing Environmental Assessment			
2.3	Format of Report: Report should contain:			
2.3 (A)	Executive summary, which should contain:			
	1. Title and location of project			
	2. Name of the proponent			
	3. Name of the organization preparing the report			
	4. A brief outline of the proposal			
	5. The major impacts			
	6. Recommendations for mitigation measures			
2.3 (B)	Introduction should include:			
	1. Purpose of report			
	2. Identification of project and proponent			
	3. Details of consultant			
2.3 (C)	4. Brief description of nature, size, and location of project			
	Description of the project should include:			
	1. Type and Category of project			
	2. Objectives of Project			
	3. Alternatives considered realistically (in detailed) and reason for their rejection			
	4. Location and Site Layout of the project (May be annexed at the end of report)			
	5. Land use on the site			
	6. Road access			
	7. Vegetation features of the site			
	8. Cost and Magnitude of operation			
	9. Schedule of implementation			
	10. Description of the project (Process flow chart/steps)			
11. Restoration and rehabilitation plans				
12. Government approvals				

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2.3 (D)	Description of Environment should include: <ol style="list-style-type: none"> 1. Clear-cut picture of existing environmental resources: <ul style="list-style-type: none"> ○ Physical ○ Ecological ○ Socioeconomic 			
	<ol style="list-style-type: none"> 2. Quality of life values 			
	<ol style="list-style-type: none"> 3. Lab reports of environmental analyses 			
2.3 (E)	Screening of potential Environmental Impacts and mitigation measures should include: <ul style="list-style-type: none"> • Environmental parameters regarding <ol style="list-style-type: none"> 1. project location 			
	<ol style="list-style-type: none"> 2. Design 			
	<ol style="list-style-type: none"> 3. During construction phase 			
	<ol style="list-style-type: none"> 4. During Operational phase 			
	<ol style="list-style-type: none"> 5. Potential Environmental Enhancement Measures 			
2.3 (F)	Environmental management and monitoring program should include: <ul style="list-style-type: none"> • Institutional capacity 			
	<ul style="list-style-type: none"> • Training schedules 			
	<ul style="list-style-type: none"> • Summary of Impacts and their mitigation measures 			
	<ul style="list-style-type: none"> • Equipment maintenance details 			
	<ul style="list-style-type: none"> • Environmental budget 			
2.5	Involvement of Stakeholders/Public consultation: (For EIA only) Communicate the possible impacts and concerns to assist further analysis and decision making			
	<ul style="list-style-type: none"> • Proponent 			
	<ul style="list-style-type: none"> • The responsible authority 			
	<ul style="list-style-type: none"> • Other departments and agencies 			
	<ul style="list-style-type: none"> • Environmental practitioners and experts 			
	<ul style="list-style-type: none"> • Affected and wider community 			

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2.7	Site Selection should include: suitability of the site (will not be prohibited, environmentally sensitive, incompatible to surroundings and unsuitable)			
3	Assessing Impacts (For EIA only)			
3.2	Identification of all impacts			
3.2 Table 2	Methodologies for impact identifications (One/more)			
	• Checklists			
	• Matrices			
	• Networks			
	• Overlays			
3.3 and 3.6	Impact analysis and prediction (One/more)			
	• Meetings			
	• Workshops			
3.5	• Consultations / case studies			
	Characteristics of impacts (nature, magnitude, extent and location, timing, duration, reversibility, risk)			
3.10	Impact Significance: Acceptable, require mitigation or are unacceptable to the community			
	• Ecological importance			
	• Social importance			
3.10	• Environmental standards			
4	Mitigation and Impact Assessment			
4.1	Purpose of mitigation measures should include:			
	1. What is the problem			
	2. When will problem will occur and when it should be addressed			
	3. Where problem should be addressed			
	4. How the problem should be addressed			

Clause No.	Requirements for Preparation and Review of Environmental Reports	IEE/EIA Report		
		PRESENT	LACKING	Page no. (if present)
4.2	Ways of achieving mitigation measures			
	✓ Changing in planning and design			
	✓ Improved monitoring and management practices			
	✓ Compensation in money terms			
	✓ Replacement, relocation and rehabilitation			
4.3	Prepare an Environmental Management Plan			
5	Reporting			
5.1	Clear reporting style supported by maps or other descriptive details.			
5.2	Specific term of references should be present in report			
5.2	Appendices			
	1. Glossary			
	2. List of abbreviations			
	3. Lists of individuals and organizations consulted along with their written feedback			
	4. Sources of data and a full list of all reference material used			
	5. Terms of references of environmental reports and those given to individual specialists			
	6. List of names, qualifications and roles of team members carrying out the IEE/EIA study			