

# SOP: Routine Inspection and Compliance with Environmental Regulations

This SOP details the process for **routine inspection and compliance with environmental regulations**, covering scheduled site assessments, monitoring of emissions and waste management, adherence to local and national environmental laws, documentation and reporting protocols, corrective action plans for non-compliance, and continuous improvement strategies to minimize environmental impact and ensure sustainable operations.

## 1. Purpose

To establish standardized procedures for routine inspection and compliance with applicable environmental regulations, ensuring sustainable operations and minimizing adverse environmental impact.

## 2. Scope

This SOP applies to all facility locations, employees, and contractors engaged in operations that may impact the environment.

## 3. Definitions

- **Compliance:** Adherence to environmental laws, regulations, permits, and policies.
- **Inspection:** Systematic examination of site and practices for conformity with required environmental standards.
- **Non-Compliance:** Failure to meet established environmental requirements.

## 4. Responsibilities

- **Environmental Compliance Officer:** Oversees inspection schedules, coordinates audits, reports findings, and leads corrective actions.
- **Site Managers:** Ensure operational compliance at their locations, support inspections, and implement corrective actions.
- **All Employees:** Adhere to environmental procedures and report observed or suspected non-compliance.

## 5. Procedure

1. **Scheduled Site Assessments**
  - Prepare and update an annual inspection schedule.
  - Conduct inspections as per schedule; include unscheduled spot checks as appropriate.
  - Document findings using standardized checklists.
2. **Monitoring of Emissions and Waste Management**
  - Collect and record data on air, water, and noise emissions at designated points.
  - Monitor waste storage, handling, and disposal practices.
  - Maintain calibration and maintenance records of monitoring equipment.
3. **Adherence to Regulations**
  - Identify and update applicable legal and local environmental requirements.
  - Ensure all licenses and permits are valid and accessible.
  - Disseminate regulatory updates to relevant staff.
4. **Documentation and Reporting**
  - Maintain inspection logs, compliance records, and corrective actions taken.
  - Prepare periodic compliance reports for internal and external stakeholders.
  - Report instances of non-compliance to authorities as mandated.
5. **Corrective Action Plans**
  - Investigate non-compliance incidents within 48 hours.
  - Develop and document corrective action plans (CAPA).
  - Track and verify completion of corrective measures.
6. **Continuous Improvement Strategies**
  - Conduct annual reviews of procedures and performance.
  - Engage staff in environmental training and awareness programs.
  - Set and monitor targets to reduce environmental impact.

## 6. Records and Documentation

Record Type	Responsible Person	Retention Period	Storage Location
Inspection Checklists	Environmental Compliance Officer	5 years	Compliance Database
Emission/Waste Monitoring Logs	Site Manager	5 years	Local Site Records
Compliance Reports	Environmental Compliance Officer	7 years	Compliance Database
Corrective Action Plans	Site Manager	5 years	Local Site Records

## 7. References

- Relevant local, state, and national environmental regulations
- Company Environmental Policy
- Environmental Management System (EMS) Manual

## 8. Revision History

Version	Date	Description	Approved By
1.0	2024-06-30	Initial issue	Environmental Compliance Manager