

Annexure-I

Inspection Procedure for Compliance Inspection under Water and Air Acts

Compliance inspections are inspections done to evaluate or verify compliance status after necessary conditions have been stipulated to the establishments /industries.

Objective:

- The objective of the compliance inspection is to verify whether the industries /establishments are operating in compliance with stipulated conditions, and if not, to collect the evidence for taking action to prevent environmental pollution.
- The compliance inspection are also aimed to provide necessary guidance /directions to the industries to improve their compliance status with the stipulated conditions.
- The compliance inspections help the Board to ensure that industries take all necessary measures to control environmental pollution.

Computerized Inspection Allocation:

- The “computerized Inspection Allotment” system will allot the Board Official (herein after referred to as “Inspector”) for compliance inspection of the establishment/Industry under water and Air Acts.
- The Inspector shall inspect the industry to verify compliance status of the condition stipulated under Water and Air Acts by duty following the procedure as given below:

Pre -inspection Activities:

- In order to carryout through and complete inspection, the inspector shall make necessary preparation.
- The inspector shall collect background information such as address and compliance history of the industry to be inspected. This background information enables the inspector to become familiar with the industry operations and any previous issues before entry. This will also enable the inspector to note areas that may need more detailed verification /investigation during the inspection.
- The inspector can obtain and review the following information about the industry, which may be available at RO or HO:
 - Exact Location of the industry.
 - Latest consent orders issued to the industry.
 - Line of activity and operating scale of the industry.
 - Manufacturing process carried out by the industry.
 - Previous inspection records and reports.
 - Track record of the industry with respect to closure orders/directions issued by the Board if any.

Inspection procedure

- Inspection shall be made during regular working hours of the establishment /industry except when special circumstances indicate otherwise.
- Before entering into the industry the inspector shall inspect surrounding areas along the boundary of the industry to verify if there is any discharge of effluents or dumping of solid or hazardous waste.
- Thereafter, the inspector shall inspect the industry. At the beginning of the inspection, the inspector shall locate the occupier /representative of the occupier /person in charge of the industry and inform about the purpose of the proposed inspection.
- The inspector shall inspect following areas in the industry premises, in addition to other areas as required, to verify compliance status:
 - Manufacturing areas.
 - Raw materials and finished products storage area.
 - Water storage area.
 - Effluent generating sources.
 - Effluent collection, storage, treatment and disposal areas.
 - Air pollution sources and control systems.
 - Solid and hazardous waste generation sources, storage and disposal areas.
 - Environmental management cell to verify record maintenance.
- The inspector shall verify all the records pertaining to production, water pollution & control, air pollution & control, management of solid and hazardous waste.
- The inspector shall verify and collect specific information on the following points:
 - Operational status of the industry (Whether In operation /seasonal /sick /closed ,etc)
 - Production records for a period of atleast six months (RG-I copies)
 - Consumption quantities of major raw material during a period of last six months.
 - Fresh water sources and storage capacity along with details of tanks.
 - Status of flow meters provided for recording water consumption for various purposes along with meter reading at the time of inspection.
 - Details of water cess assessment and payment
 - Effluent generations sources and quantities (as per records)
 - Effluent collection, treatment and disposal details.
 - Operation and maintenance of effluent treatment systems.
 - Status of flow meters provided for recording effluent generations, treatment and air pollution control systems along with meter readings at the time of inspections.
 - Details of solid and hazardous waste generations, storage and disposal.

- The inspector shall collect photographic evidence for observations of non – compliance.
- The inspector may seek information /clarifications or documentary evidence from the industry to ascertain compliance status.
- If any representative /occupier of the industry wilfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
- During inspection, the inspector shall take all safety precautions required such as PPE, helmets, masks, goggles etc.
- At the end of the inspection, the inspector may inform the representatives of the industry about apparent non – compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

Post –Inspection activities:

- The inspector shall carefully record all the information collected and observation made during the information.
- The inspector shall then prepare inspection report in the prescribed format duly reporting compliance status of the industry with the conditions stipulated under Water and Air acts.
- Any additional information may be recorded under remarks.
- The inspector may also indicate additional measures to be taken up by the industry to comply with conditions.
- The inspection report shall be carefully checked and then submitted online within 48 hours of the inspection.
- The supporting documents and photographs obtained during inspection, if any shall be uploaded along with the inspection report.

Checklist for Compliance inspection under Water Act ,1974 & Air Act ,1981

1.	Verify consent status of the industry.
2.	Manufacturing process & Production
3..	Pollution sources (Water ,Air &Solid waste) & status of control systems.
4.	Status of flow meters
5.	Status of water cess payment.



Member-Secretary

Pollution Control Board, Assam
Head Office/ Regional Office.....

INSPECTION REPORT OF INDUSTRIES/ UNITS

1. Name and complete postal address of the industry :
2. Contact person with Tel/ Fax/ E-mail :
3. Date of visit :
4. Name of official visiting the Unit :
5. Information about the Unit :
 - 5.1 Source of Water :
 - a) Drinking :
 - b) Other uses :
 - 5.2 Details of raw materials used :
 - 5.3 Details of products with capacity :
 - 5.4 Details designed capacity :
 - 5.5 About manufacturing process :
6. Water Consumption :
 - 6.1 Quantity of effluent treated and disposed :
 - 6.2 Details of outfall point :
 - 6.3 Details of receiving source :
 - 6.4 Status of ETP :
 - 6.5 Name of treatment units in the system :
 - 6.6 Adequacy of ETP (Adequate / Not Adequate) :

- 6.7 Operational status of ETP :
- 6.8 Status of Consent order under Water Act, 1974 :
- 7.0 Status of Emission Control System (ECS) :
- 7.1 Name and functioning of emission control system (ECS) :
- 7.2 Provision for Stack Monitoring arrangement :
- 7.3 Adequacy of the ECS (Adequate/ Not adequate) :
- 7.4 Operational Status :
- 7.5 Status of Consent under Air Act, 1981 :
- 8.0 Hazardous Waste Disposal :
- 8.1 Daily generation, treatment, storage facilities & recovery :
- 8.2 Type of Disposal facility :
- 8.3 Status of Authorization under the Hazardous waste (Management & Handling) Rule, 1989 :
- 8.4 Status of On-site Emergency Plan & its submission to PCBA :
- 8.5 Status of Safety Report :
- 8.6 Implementation of Public Liability Insurance Act. :

9. **Applicability of Bio-Medical Waste Rules, 1998 :**
10. **Status of Water Cess Act :**
11. **Overall observation :**
12. **Recommendations in respect of specific actions to be taken by PCBA against the Unit in regard to Pollution Control measures mentioned above. :**

Date:

Signature :

Name :

Designation :