



General checklists for inspection

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General checklist for inspection of small and medium sized environmentally hazardous enterprises

- The Swedish legislation
- Monitoring
- Planning of the inspection
- Your role as a civil servant
- During the inspection
- Some considerations
- Checklist



Planning of the inspection

- What you want to achieve with the inspection?
What is the aim of the inspection?
 - caused by complains
 - to check compliance with the permit
 - other purposes
- Check the permit and the conditions and data from the annual reports and history of the company
- Go through the checklist and consider if you should send it, or part of it, in advance to the company in order to facilitate the inspection.



Planning of the inspection, cont

- Check previous inspection reports, complains, annual reports, incidents reports etc.
- Check if there is new legislation that the company should be informed of. Be prepared to give detailed information about it.
- Consider if it is possible to coordinate your inspection with other relevant inspections of the company



Your role as a civil servant

Be prepared in your role as a civil servant, some important questions

- Do you practice the rule of law:
everyone should be treated equal before the law
and no one is above the law,
you never should take bribes or treat people
different because you know them etc.



Your role as a civil servant, cont

- Is there a risk for corruption? If yes, how can it be avoided? Do you have a policy against corruption?
- Is there a risk for threats from the enterprise, the local residents etc? If yes, how can it be avoided? Is there a routine for how to handle threats?



During the inspection

Make clear to the company that you are leading the inspection

- Start the inspection with a meeting with the responsible person(s) and with the first general questions (sections 1-4).
- Check the company's own records.
- Walk around the premises preferably following the whole process from raw material to waste in order to check the actual compliance.
- Interview relevant staff.



During the inspection, cont

- Is there compliance with the requirements in the permit?
- Are any measures necessary in order to meet the requirements, etc?
- Finalize the inspection with a sum- up meeting where you present the conclusions from the inspection and give the enterprise a possibility to comment.
- Finalize the inspection report.
- Send the inspection report to the company with requirements including timetable, if necessary.



Some considerations

- General advices can be given to the company, but avoid becoming a technical consultant. Let them decide how they best can solve their problem(s).
- too expensive or not technically possible measures are in many cases not that big compared to other investments. The cost for inaction should not be underestimated.



Some considerations, cont

- Costly and not acute installation
 - the time for installation could possibly be extended.
- When examining the possibilities to reduce energy use
 - measures could be profitable even in short term and will be done voluntary



Checklist for inspection content

1. Organisational responsibility
2. Routines to ensure compliance with applicable legislation and minimise risks
3. Routines for checking of equipment
4. Training of staff and dissemination of information
5. Discharges and emissions from the enterprise
6. Chemicals



7. Waste including hazardous waste
8. Energy efficiency
9. Transport efficiency
10. Noise
11. Contaminated land and sediments
12. Follow up questions to personnel

Summary of inspection

[Checklist](#)

