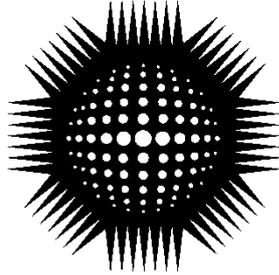


NEBOSH Certificate in Environmental Management



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UNIT EC2: ENVIRONMENTAL PRACTICAL APPLICATION

Guidance and information for accredited course providers and candidates

This document provides comprehensive guidance on the presentation and submission of the Unit EC2 practical application. It includes guidance on the structure and style of the report. Candidates should study this document carefully before submitting their practical application.

The guidance should be read carefully in conjunction with the practical application mark scheme, which is included in this guidance document, to provide a clear guide to the requirements of the practical application.

Introduction

The aim of this unit is to assess a candidate's ability to complete successfully two activities:

- To carry out unaided an environmental review of a workplace.
- To prepare a report to management regarding the review with recommendations for improvement.

This will require candidates to apply the knowledge and understanding gained from their studies of the elements of Unit EC1 in a practical environment and to carry out an evaluation of information gathered during the review. The time allowed to complete the assessment is not restricted but NEBOSH suggests that candidates aim to complete the review and the report in three hours excluding preparatory work. Please note that the suggested timescales are for guidance only. The practical application may be submitted in the candidate's own handwriting or be word processed.

The proforma and report should clearly identify:

- the nature and location of each environmental issue;
- the degree of risk associated with the environmental issue;
- preventative and protective environmental measures already in place;
- the remedial actions, where appropriate, with relevant prioritisation.

The environmental review assessment must be carried out in the candidate's own workplace. This should be an area that is accessible to them in their day-to-day work. Where the candidate does not have access to a suitable workplace, the course provider should be consulted to help in making arrangements for the candidate to carry out the practical application at suitable premises. Providers seeking to run the practical unit in this way should contact NEBOSH for advice and approval.

Guidance should be given by the accredited course providers to help candidates to select an appropriate area. The following factors should be taken into account:

- The chosen area must be accessible to the candidate and management in the area must be willing to co-operate by providing information and giving their time.
- The chosen area must be sufficiently simple and small to allow the practical application to be completed within three hours. On large sites, or where there are many complex issues, candidates would be well advised to select a small area within the site, such as a warehouse, maintenance depot or single production area. On smaller sites, candidates could cover the whole site in their review.
- There may be constraints affecting the practical application which should be identified at the outset. A commonly encountered constraint is confidentiality. Where such problems are identified, guidance should be sought from NEBOSH.

Management at the premises should be consulted to ensure the candidate can carry out the review without endangering their own health and safety.

Where confidentiality requires, locations and company names may be omitted from the report, or alternatively guidance should be sought from NEBOSH.

Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work (Appendix 1). If this declaration is not submitted the candidate's result may be declared void. A signature can be electronic or can be faxed.

Candidates, employers and internal assessors should be aware that the status of the environmental review and report undertaken to fulfil the requirements of Unit EC2 is for **educational purposes only**.

What to do if an accredited course provider's staff, family members or friends are sitting a NEBOSH examination or assessment

Accredited course providers **must** declare in writing to NEBOSH any employment and/or familial, spousal or other close personal relationship with any examination or assessment candidate.

For any such candidate declared, the accredited course provider must select one of the following options, inform NEBOSH of their choice in writing, and bear all necessary costs:

- The candidate may sit their NEBOSH assessments as an (external) candidate at another accredited course provider; or
- Accredited course provider may arrange with NEBOSH for an independent invigilator appointed by NEBOSH. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.
- If outside of the UK the accredited course provider may arrange for the candidate to sit their examinations with the British Council. Any practical assessment will need to be marked by a Practical Assessor appointed by NEBOSH.

Date of Assessment

Assessment of the practical unit (EC2) must normally take place **within 10 working days** of (before or after) the date of the EC1 written paper (the 'date of the examination').

If a candidate is absent from the written papers because of illness corroborated by a doctor's note, but successfully completes the EC2 unit within the 10 working day deadline, the result will stand. If a candidate is unable to complete the EC2 unit under similar circumstances, NEBOSH may allow it to be taken at a later date beyond the normal 10 working day deadline.

The accredited course provider should advise the candidate of the latest date by which the completed report and observation sheets must be received by the course provider for marking. It is the responsibility of the course provider to ensure that the results of the practical (EC2) are available to NEBOSH by no later than 15 working days after the date of the examination for EC1.

Completion of study for EC1 is recommended in order to undertake the practical application unit EC2.

Candidates planning to post their reports to the course provider should be reminded of the need to guard against loss in the post by sending their work by trackable delivery. Candidates are therefore advised to retain copies of both their completed observation sheets and report.

Tutor support

Tutors and candidates should ensure that they understand fully the requirements of the guidance document. There are two hours of teaching time available for tutors to explain the assessment requirements to candidates. Following this the assessment must be the candidate's own work; tutors must not read and/or amend drafts of the practical and must not provide a 'pre-mark'.

Marking

Practical applications will be marked by an internal assessor – a person proposed to NEBOSH by an accredited course provider and approved by NEBOSH. The internal assessor can also be a tutor. Please note (as detailed above in 'tutor support') the candidates' practical assessment (including drafts) must not be pre-read or pre-marked.

Internal assessors must be appropriately qualified and this would include Practitioner membership (PIEMA) of Institute of Environmental Management and Assessment (IEMA) or the Chartered Institution of Water and Environmental Management (CIWEM).

A marking sheet (Appendix 2) will be completed by the internal assessor for each candidate and attached to the candidate's report. The total percentage mark for each candidate will be entered onto the CPI by no later than 15 working days after the examination date of EC1.

Candidates must achieve the pass standard (60%) in this unit in order to satisfy the criteria for the qualification.

Moderation

Marked EC2 assessments are subject to external moderation by NEBOSH to monitor the standard being set and marks awarded by the internal assessor may, therefore, be subject to adjustment; this could result in a higher or lower final mark.

The observation sheets and report should not be sent to NEBOSH unless they are called in. However, in addition to the marking sheet for each candidate, the observation sheets and report must be retained for at least six weeks following the date of issue by NEBOSH of the examination results to which they relate. Practical applications may be called in at any time from the date of examination until six weeks after the issue of results.

Candidates may lodge an EAR (enquiry about result) within the timeframe as advised on their URN (unit result notification).

Retention of practical samples by accredited course providers

NEBOSH monitors the consistency of internal assessment by course providers (eg practicals marked by the course provider) over time. Accredited course providers are, therefore, required to retain representative samples of practical applications (eg high pass, low pass, refer) for each standard sitting or cohort for a **rolling three year period**.

The sample of practicals to be retained by accredited course providers will be no more than 24 scripts per year per qualification, but providers may choose to retain more for internal quality assurance purposes. Providers should retain the archived sample for three years in a manner that makes them easily retrievable.

This is intended to enable course provider staff to monitor the standards of candidate performance in the practical application over time, and make improvements to their delivery when necessary. Additionally, the samples will serve as exemplar materials for practical application assessors appointed by accredited course providers to use as guidance in their assessment decisions.

Sampling of provider-marked scripts enables NEBOSH to ensure that the standard of marking for internal assessment remains consistent over time both within and between accredited course providers. Using archived materials in this way is intended to maintain marking standards and enhance parity between the marks before and after moderation.

Other scripts should be disposed of as confidential waste.

Completion of proforma

Candidates will be supplied with a copy of the proforma from their course provider. The proforma is given at Appendix 3. Candidates should be encouraged to review the contents of the proforma and then be given an opportunity to discuss any areas about which they are unsure.

Once any concerns have been addressed, candidates should make initial preparations for the practical application. This may entail obtaining formal agreement from the managers responsible for their chosen area and advising them of the requirements for the review.

The Environmental review proforma (Appendix 3) is structured as a series of questions which the candidate should use to structure the review. The questions are designed to be answered by 'yes', 'no' or 'not applicable' responses. Where a 'yes', 'no' or 'not applicable' does, or does not apply, candidates should justify the reason why in the comments box. This is where candidates should give information to support an answer. There is no requirement (nor marks available) for additional plans, drawings etc.

The proforma should be completed by:

- answering each question under the different sections 1-10;
- identifying appropriate hazards/aspects for the chosen area;
- providing relevant and detailed justification for each section and avoid giving just 'yes', 'no' or 'not applicable' as answers.

There should be sufficient information on the proforma to enable the candidate to complete a comprehensive report to management on their findings. Candidates are also advised to make notes on the chosen area, including activities taking place, in order to complete the introduction to their report. Whilst poor spelling and grammar will not be marked or penalised, if the assessor is unable to read or to understand the notes made by the candidates during their review then invariably fewer marks will be awarded than would otherwise have been the case.

Marking of proforma

Candidates are advised to refer to the marking sheet given at Appendix 2 and the marking matrix given at Appendix 5.

Quality and details of comments and justification (30 marks)

Candidates are expected to go through the proforma providing relevant information pertaining to the environmental policy; environmental training and systems of work; products and operations; storage of materials; emissions to atmosphere; effluent treatment and discharge; waste management; land and property management; noise nuisance and incident and emergency response.

All relevant sections should be completed identifying appropriate hazards/aspects within the chosen area as well as providing relevant and detailed justification for each section to achieve maximum marks.

Completion of report

Candidates should use the 'Candidate report template' given at Appendix 4 to structure their report. The recommended word count for the report is between 500 and 750 words; however, candidates will not be penalised for reports which are shorter or longer than the recommended length. Candidates must, however, bear in mind that the report should address each of the marking matrix's criteria. This will allow candidates to attract the complete range of marks available as shown in the marking matrix. Candidates should not simply duplicate the observation sheets. Candidates can consult reference books when preparing the report, but plagiarism will be dealt with as malpractice.

The report should not contain photographs, printed text or any other extraneous material.

The report should contain sufficient evidence to convince senior manager/s to implement the recommendations and be written in such terms that a manager would be able to take reasonable action based on facts. Reports which are too short or too long may lose the reader due to there being too little or too much information. Reports based on unsupported generalities and those that simply reiterate the contents of the observation sheets will be awarded low marks.

Marking of report

Candidates are advised to refer to the marking sheet given at Appendix 2 and the marking matrix given at Appendix 5.

Report – Introduction and Executive Summary

Introduction providing an overview of the chosen area (5 marks)

Candidates should start with the details of the review, stating where and when the review took place. A clear and appropriate description of the chosen area and of the activities occurring in the area should be given. The vulnerable receptors around the area and number of employees in the chosen area should also be included. Candidates should aim to complete their report in one hour.

Executive summary (5 marks)

The executive summary should be written after the candidate has completed the rest of the report but it should be inserted at the beginning of the report. The purpose of the executive summary is to provide a **concise** overview of the important points arising from the work and **summarise** the main conclusions and recommendations arising from it.

An executive summary should provide sufficient information to enable a busy manager to make a decision as to whether or not to read the full report and to provide a persuasive case for implementation of recommendations made.

Report – Main findings of the environmental review

Quality of interpretation of review findings including identifying significant issues (15 marks)

There should be a logical progression from the issues identified on the proforma. The key issues should be discussed and should not include any issues not identified on the proforma.

Clear references to strengths and weaknesses in management controls (15 marks)

Strengths and weaknesses in management controls must be clearly identified and reviewed appropriately.

The report should be well structured, the appropriate length and not duplicate the proforma. The report should be concise, readable and highly selective in terms of action required by management. Candidates should include balanced arguments on why action is needed and explain the effect it would have on the standards of environmental controls at the workplace and the possible effects on the business overall.

Report – Conclusions and Recommendations

Clear and concise conclusions which are clearly related to review findings and are effective in convincing management to take action (15 marks)

This section should provide a concise summary of the findings identified in the main body of the candidate's report. The conclusions should not introduce new issues or additional factors. Relevant and appropriate information should be provided to persuade management to take action.

Recommendations which present realistic actions to improve the environmental standards in the chosen area (15 marks)

Candidates should include recommendations based upon their conclusions. Recommendations should be presented using the recommendations table included at Appendix 4. The recommendations must be realistic, appropriately prioritised and have appropriate resource implications. Candidates are not expected either to know or to estimate actual costs but should demonstrate that they are aware of cost implications. If training is recommended as a solution to a problem, candidates should indicate if this is likely to require a few hours of work-based instruction or several days of more costly off-the-job training. It is the assessment of magnitude of the cost that is important, rather than precise figures, eg candidates may refer to the number of worker hours as a measure of cost.

Recommendations should be prioritised. The most pressing issues, those which present the highest risk levels and those that can be done immediately at little or no cost, should be addressed first.

APPENDIX 1

EC2 – Environmental practical application

Candidate and course provider declarations:

For completion by the candidate:

I declare that the work submitted for this practical application assessment ie, the completed proforma and the report to management, is my own work. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by a course provider representative (eg internal practical assessor):

I declare that the work marked is identical to that received from the candidate. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by the course provider's internal practical assessor:

I declare that I have marked this work and am both qualified and approved by NEBOSH to do so. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

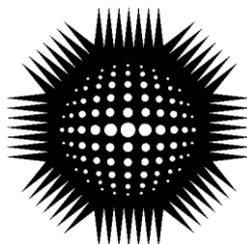
Date _____

NB: This declaration must be completed in full, submitted and retained with the candidate's script. If this declaration is not submitted the candidate's result may be declared void.

APPENDIX 2

CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

EC2 – ENVIRONMENTAL PRACTICAL APPLICATION



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Assessor's marking sheet

Date of practical application _____

Name of assessor _____

Course provider
number

Course provider
name

Student number

Student name

	Criteria	Maximum marks available	Assessor's marks awarded	NEBOSH moderated marks (if different)
1	Completion of proforma			
1.1	Quality and detail of comments and justification	30		
2	Report - Introduction and Executive Summary			
2.1	Introduction providing an overview of the chosen area	5		
2.2	Executive summary	5		
3	Report - Main findings of the review			
3.1	Quality of interpretation of review findings including identifying significant issues	15		
3.2	Clear references to strengths and weaknesses in management controls	15		
4	Report - Conclusions and Recommendations			
4.1	Clear and concise conclusions which are clearly related to review findings and are effective in convincing management to take action	15		
4.2	Recommendations which present realistic actions to improve the environmental standards in the chosen area	15		
	TOTAL MARKS	100		

Outcome: PASS (60% or more)

REFER (less than 60%)

Date assessed ____ / ____ / ____

Assessor's signature _____

Date received by course provider ____ / ____ / ____

Date received by NEBOSH

(if applicable) ____ / ____ / ____

Assessor's additional comments on the practical application:

ASSESSED BY (name in block letters) _____

The mark sheet must be retained by the Course Provider and sent to NEBOSH only if requested. A copy of the mark sheet can be given to candidates if requested.

NEBOSH USE ONLY

NEBOSH Moderator's comments:

APPENDIX 3

CERTIFICATE IN ENVIRONMENTAL MANAGEMENT



CANDIDATE ENVIRONMENTAL REVIEW PROFORMA

UNIT EC2 – ENVIRONMENTAL PRACTICAL APPLICATION

Student name _____ Student number _____

Location _____ Date of review ____/____/____

Section 1 – Environmental policy

1.1 Is there an adequate environmental policy that applies to the practical application area?

Yes	No	N/A

Comments:

1.2 Are there adequate mechanisms for communicating the environmental policy to staff, contractors and relevant third parties?

Yes	No	N/A

Comments:

1.3 Are there more clearly defined responsibilities for implementing the environmental policy objectives?

Yes	No	N/A

Comments:

1.4 Is there an environmental management plan which defines detailed objectives, targets and procedures for implementing the environmental policy?

Yes	No	N/A

Comments:

1.5 Is there an adequate environmental budget for the practical application area?

Yes	No	N/A

Comments:

1.6 Is management committed to environmental protection issues?

Yes	No	N/A

Comments:

1.7 Are environmental issues considered at regular management meetings?

Yes	No	N/A

Comments:

Section 2 – Environmental training and systems of work

2.1 Have all tasks/operations that involve significant risks to the environment been identified?

Yes	No	N/A

Comments:

2.2 For all identified tasks/operations, are there appropriate written systems of work?

Yes	No	N/A

Comments:

2.3 Are all staff who are involved in identifying tasks/operations appropriately trained in the written systems of work?

Yes	No	N/A

Comments:

2.4 Are all contractors appropriately briefed on environmental aspects/requirements that apply to them?

Yes	No	N/A

Comments:

2.5 Is the performance of contractors subject to regular monitoring to ensure that they meet company and legal requirements?

Yes	No	N/A

Comments:

2.6 Are all employees adequately informed about environmental issues relevant to their work?

Yes	No	N/A

Comments:

2.7 Are all complaints about environmental issues from employees and third parties recorded and investigated?

Yes	No	N/A

Comments:

Section 3 – Products and operations

3.1 What environmentally **significant** materials/substances are used, stored or produced in the practical application area? (continue on another sheet if required)

Substance(s)	Environmental impact

Comments:

3.2 Are all materials/substances used or produced in the practical application area assessed to identify relevant environmental concerns?

Yes	No	N/A

Comments:

3.3 Are all operations undertaken in the practical application area designed to have minimum impact on the environment?

Yes	No	N/A

Comments:

Section 4 – Storage of materials

- 4.1 Are all environmentally hazardous materials/substances stored in suitable facilities?

Yes	No	N/A

Comments:

- 4.2 Are unloading/loading procedures and equipment for environmentally hazardous substances adequate?

Yes	No	N/A

Comments:

- 4.3 Are storage facilities subject to planned inspections and testing eg bulk storage, bunding etc?

Yes	No	N/A

Comments:

- 4.4 Have all disused storage facilities (including below-ground storage tanks and pipelines) been decontaminated and rendered safe?

Yes	No	N/A

Comments:

Section 5 – Emissions to atmosphere

5.1 Are there any emissions released to the atmosphere from the practical application area?

Yes	No	N/A

Comments:

5.2 Have all legal requirements for emissions to atmosphere been identified?

Yes	No	N/A

Comments:

5.3 Are there effective plans to prevent/minimise/render harmless all emissions to atmosphere?

Yes	No	N/A

Comments:

5.4 Are adequate records maintained for all emissions to atmosphere?

Yes	No	N/A

Comments:

5.5 Are emissions subject to regular monitoring/analysis where appropriate?

Yes	No	N/A

Comments:

5.6 Are all operators trained in procedures applying to emissions and control devices?

Yes	No	N/A

Comments:

5.7 Have adequate assessments been made to determine the environmental effects of emissions to atmosphere?

Yes	No	N/A

Comments:

5.8 Are there effective measures to control fugitive emissions?

Yes	No	N/A

Comments:

Section 6 – Effluent treatment and discharge

6.1 What types of liquid effluent are generated/discharged in the practical application area?

Effluent type	Yes/No
Stormwater runoff	
Domestic sewage	
Trade effluent (list)	

Comments:

6.2 Have all legal requirements for discharge to sewer/ surface water/ground been identified?

Yes	No	N/A

Comments:

6.3 Do all discharges meet consent conditions?

Yes	No	N/A

Comments:

6.4 If any effluent treatment is undertaken prior to discharge, are the facilities adequate for their purpose?

Yes	No	N/A

Comments:

6.5 Are trade effluents regularly monitored/analysed?

Yes	No	N/A

Comments:

6.6 If any effluent is discharged to surface or ground water, have the environmental effects been assessed?

Yes	No	N/A

Comments:

6.7 Are there adequate plans of all drainage systems serving the practical application area?

Yes	No	N/A

Comments:

6.8 Are there adequate measures to prevent spills or leaks entering stormwater drains?

Yes	No	N/A

Comments:

6.9 Are adequate records maintained for all discharges?

Yes	No	N/A

Comments:

Section 7 – Waste management

7.1 Is there an effective plan for waste minimisation in the practical application area?

Yes	No	N/A

Comments:

7.2 Are all wastes stored appropriately?

Yes	No	N/A

Comments:

7.3 Are all waste carriers/contractors assessed to determine their competence and suitability for dealing with waste from the practical application area? (Responsible waste management)

Yes	No	N/A

Comments:

7.4 Do all transfers of waste meet legal requirements for pre-notification and/or written transfer notes?

Yes	No	N/A

Comments:

7.5 Are there adequate arrangements for keeping records relating to waste management?

Yes	No	N/A

Comments:

Section 8 - Land and property management

8.1 Are hazardous areas appropriately safeguarded by eg fencing/signs/access/security?

Yes	No	N/A

Comments:

8.2 Have the risks of land contamination in the practical application area been assessed?

Yes	No	N/A

Comments:

8.3 Are there appropriate procedures for the environmental assessment of modifications to existing facilities?

Yes	No	N/A

Comments:

8.4 Is all obsolete equipment removed?

Yes	No	N/A

Comments:

8.5 Are there appropriate measures to minimise adverse environmental effects associated with energy usage?

Yes	No	N/A

Comments:

Section 9 – Noise nuisance

9.1 Has an adequate assessment been made of the impact of noise emissions on background levels?

Yes	No	N/A

Comments:

9.2 Are there adequate measures to control noise emission from the practical application area?

Yes	No	N/A

Comments:

Section 10 – Incident and emergency response

10.1 Are there adequate procedures for reporting environmental incidents and near misses?

Yes	No	N/A

Comments:

10.2 Are all environmental incidents or near misses recorded and investigated?

Yes	No	N/A

Comments:

10.3 Are all corrective actions reported?

Yes	No	N/A

Comments:

10.4 Are spill and leak responses adequate?

Yes	No	N/A

Comments:

10.5 Have all abnormal environmental hazards been identified?

Yes	No	N/A

Hazard identified	Assessed? (Yes, No, N/A, Date, etc)
Fire	
Flooding	
Explosion	
Unplanned reaction	
Major spill	
Major leak	
Gas release	
Other (specify)	

Comments:

10.6 Is there a documented emergency response plan for the identified environmental hazards/aspects?

Yes	No	N/A

Comments:

10.7 Are emergency responses tested by planned exercise?

Yes	No	N/A

Comments:

10.8 Are emergency response personnel adequately trained in documented procedures?

Yes	No	N/A

Comments:

10.9 Is sufficient emergency response equipment available?

Yes	No	N/A

Comments:

10.10 Are there adequate measures to control pollution from fire-fighting waters?

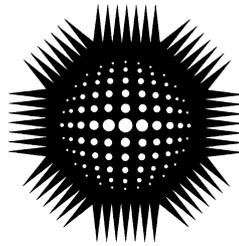
Yes	No	N/A

Comments:

NB: This risk assessment is for educational purposes only (see section 5.3.4 of the Guide)

APPENDIX 4

CERTIFICATE IN ENVIRONMENTAL MANAGEMENT



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Candidate report template

UNIT EC2 – ENVIRONMENTAL PRACTICAL APPLICATION

Student number _____

Location _____ Date of review ___/___/___

Structure report under the following headings:

Introduction including overview of area inspected and activities taking place

Executive Summary

Main findings of the inspection

Conclusions

Recommendations – include as a table in the following format:

Recommendation	Likely resource implications	Priority	Review date

APPENDIX 5

EC2 Marking Matrix

For each element, 0 marks should be awarded if that aspect of the report fails to meet the criteria for 1 mark.

Marks to be awarded	
21-30	11-20
Completion of proforma	Quality and detail of comments and justification
<ul style="list-style-type: none"> ▪ All relevant sections of the proforma completed ▪ Appropriate hazards/aspects for the chosen area ▪ Relevant and detailed justification given for each section and answers are not just 'yes', 'no' or 'not applicable' 	<ul style="list-style-type: none"> ▪ All relevant sections of the proforma completed ▪ Appropriate hazards/aspects for the chosen area ▪ Relevant justification provided for most sections
	1-10
	<ul style="list-style-type: none"> ▪ Some relevant sections completed ▪ Some appropriate hazards/aspects for the chosen area ▪ Some justification provided for the sections

Marks to be awarded			
	4 - 5	2 - 3	1
Management Report – Introduction and Executive Summary	Introduction providing an overview of the chosen area	<ul style="list-style-type: none"> ▪ Clear and appropriate description of the chosen area and of the activities occurring in the area ▪ Vulnerable receptors around the area and number of employees 	<ul style="list-style-type: none"> ▪ Description of the chosen area and of the activities in area ▪ Limited information on vulnerable receptors
	Executive Summary	<ul style="list-style-type: none"> ▪ Concise overview of important points and main conclusions / recommendations 	<ul style="list-style-type: none"> ▪ Overview of some important points and some conclusions / recommendations ▪ Limited overview
	4 - 5	2 - 3	1
	<ul style="list-style-type: none"> ▪ Clear and appropriate description of the chosen area and of the activities occurring in the area ▪ Vulnerable receptors around the area and number of employees 	<ul style="list-style-type: none"> ▪ Description of the chosen area and of the activities in area ▪ Limited information on vulnerable receptors 	<ul style="list-style-type: none"> ▪ Limited description of the chosen area ▪ Lack of details on the activities taking place in area ▪ No information on vulnerable receptors

		Marks to be awarded		
		11-15	6-10	1-5
Management Report – Main Findings of the review	Quality of interpretation of review findings including significant issues	<ul style="list-style-type: none"> ▪ Logical progression from the proforma ▪ No new issues identified that are not identified in the proforma ▪ Three or more significant issues identified in proforma have been appropriately discussed 	<ul style="list-style-type: none"> ▪ Logical progression from the proforma ▪ No new issues identified that are not identified in the proforma ▪ Two significant issues identified in proforma have been appropriately discussed 	<ul style="list-style-type: none"> ▪ Limited progression from the proforma ▪ New issues identified that are not identified in the proforma ▪ Only one significant issue identified in proforma has been appropriately discussed
	Clear references to strengths and weaknesses in management controls	<ul style="list-style-type: none"> ▪ Strengths and weaknesses in management controls clearly identified and reviewed appropriately ▪ More than one strength and two weaknesses 	<ul style="list-style-type: none"> ▪ Some identification of strengths and weaknesses in management controls. Some are reviewed appropriately ▪ At least one strength and one weakness 	<ul style="list-style-type: none"> ▪ Limited identification of strengths and weaknesses in management controls. Limited review ▪ No strengths and one weakness

Marks to be awarded				
	11 - 15	6 - 10		
Management Report – Conclusions and Recommendations	Clear and concise conclusions which are clearly related to review findings and are effective in convincing management to take actions	<ul style="list-style-type: none"> ▪ Findings identified in proforma and report summarised clearly and concisely ▪ Relevant and appropriate information provided to convince management to take actions ▪ No new issues introduced 	<ul style="list-style-type: none"> ▪ Logical progression from the proforma. Some significant issues identified in proforma have been appropriately discussed ▪ Some attempt at convincing management to take actions ▪ No new issues introduced 	<ul style="list-style-type: none"> ▪ Limited progression from the proforma. Limited discussion of the significant issues identified in the proforma ▪ No attempt to convince management to take actions ▪ New issues introduced
	Recommendations which present realistic actions to improve the environmental standards in the chosen area	<ul style="list-style-type: none"> ▪ Recommendations based upon conclusions ▪ Realistic recommendations ▪ Appropriately prioritised recommendations ▪ Appropriate cost estimations for all recommendations 	<ul style="list-style-type: none"> ▪ Most recommendations follow on from the conclusions ▪ Most recommendations are realistic ▪ Some attempt at prioritisation ▪ Appropriate cost estimations for most recommendations 	<ul style="list-style-type: none"> ▪ Limited progression from conclusions ▪ Recommendations not all realistic ▪ Limited cost estimations ▪ No attempt to prioritise
	11 - 15	6 - 10	1 - 5	