[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |
| **Location** | [Insert Location] |
| **Date** | [Insert Date] |
| **Time** | [Insert Time] |

**Re: Notice of Environmental Compliance Audit**

The Department of Transport and Main Roads, [insert district / office] proposes to conduct an Environmental Compliance Audit on the abovementioned project for the purpose of verifying [insert Contractor]’s compliance with contractual and legal requirements and obligations for [insert Project Name (Project No.)]. This audit is being conducted under authority given in Clause 9.1 of MRTS50 *Specific Quality System Requirements*. The outcomes of the audit will assist the department in continuing to improve its environmental management of infrastructure projects.

The audit team will include:

Lead Environmental Auditor – [insert name, organisation, position]

Auditor(s) – [insert name, organisation, position]

Observer(s) – [insert name, organisation, position]

### Audit scope

The scope of the audit will consist of a second party (the Department of Transport and Main Roads as the customer) environmental compliance, performance and systems audit. The audit will include the review and assessment of processes, documentation generated and onsite activities undertaken up to the day of the audit. Therefore, it is requested that [insert Contractor] makes available for review during the audit all documentation, in particular, those listed in MRTS51 *Environmental Management* Clauses 7.6 and 7.8. An inspection of the site, including ancillary work areas, will also be conducted.

### Audit criteria

Requirements of [insert Contract No.], legislative requirements and all resulting documentation will form the audit criteria. In particular, requirements of MRTS04 *General Earthworks*, MRTS16 *Landscape and Revegetation Works*, MRTS51 *Environmental Management* and MRTS52 Erosion and Sediment Control and Annexures [insert any additional documents you wish to highlight] will form the basis of the audit protocol. You may obtain a copy of the audit checklists from the department’s external website on the [Technical Publications](https://www.tmr.qld.gov.au/trc) page under [Contract Administration System - Standard Checklists](https://www.tmr.qld.gov.au/business-industry/technical-standards-publications/contract-administration-system/cas-standard-checklist) (CAC004 and CAC005)

### Personnel required

To assist with the completion of a successful environmental audit, it is requested the following personnel from [insert Contractor] are available during the audit process:

* [insert name, if known], Project Manager
* [insert name, if known], Site Supervisor
* [insert name, if known], Environmental Representative
* [insert name, if known], Environmental Officer

### Timetable

The audit is proposed to be undertaken between [insert start and end times]. The table below provides a proposed breakdown of audit activities and their timing. [insert audit timetable below, example is provided]

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 8:45 am | Opening meeting |
| 9:00 am | Systems, processes and documentation review |
| 11:00 am | Break |
| 11:30 am | Site inspection |
| 1:00 pm | Lunch |
| 1:30 pm | Audit team meeting and brief |
| 2:00 pm | Close out meeting and summary of urgent actions |
| 2:30 pm | Exit site |

It would be appreciated if [insert Contractor] could acknowledge receipt of this Notice, accept the audit proposal, and the request for staff availability on the day. Confirmation of site safety rules, such as induction and personal protective equipment requirements, would also be appreciated.

Yours sincerely

[insert Administrator’s Representative or Administrators name]

[Administrator’s Representative / Administrator]

Project No. – [insert Project No.]

[Insert name]

**Administrator**

[Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For more information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For more information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For more information.

[Insert name]

**Administrator**

[Insert date]