**The format of Environmental and Social Assessment studies/reports**

**Executive Summary**

**Nature of the Operation to be Supported**

* Description and Context of the Proposed Operation

**The Existing Company/Facility Conditions and Area of Influence**

* Description of Processes, Facilities and Assets
* Facility and Site History
* Characteristics of Facility Location and Description of Natural Environment

**The Company’s Environmental Performance**

* Corporate environmental policies and management
* Local and National Regulatory Requirements
* Applicable EU and Other International Requirements and Standards
* Inputs, Products and Releases *(subdivide into raw materials, water and energy sourcing and consumption, greenhouse gas emissions, wastewater effluent & quality, air emissions, solid waste)*
* Process Efficiency *(cleaner production, waste minimisation)*
* General Housekeeping Issues
* Product-related Issues
* Material Handling and Storage
* Management of Hazardous Materials
* Waste Management (inc. PCBs and Asbestos)
* GMO Issues
* Soil, Surface and Groundwater Contamination
* Current Environmental Expenditure
* Conclusions and Recommendations: Environment

**Occupational Health & Safety Performance**

* Local and National Regulatory Requirements
* Applicable EU and Other International Requirements and Standards
* Key Occupational Health and Safety Issues
* *Occupational Health and Safety Management*
* *Health Provisions and Procedures*
* *Safety Provisions and Procedures*
* *Safety Record*
* *Noise, Vibration, Lighting and Other Physical Factors*
* *Site Safety Provisions*
* *Fire Protection*
* *Hazardous Material/Waste Handling*
* *Temperature Exposure*
* *Radiation Exposure*
* *Work equipment*
* *Electrical Equipment*
* *Workplace Transport*
* *The Workplace Environment*
* *Manual Handling*
* *Display Screen Equipment*
* *Safety Signs*
* *Confined Spaces*
* *Pressure Systems*
* *Temporary/Contracted Workers*
* *Workplace Violence*
* *Bullying*
* *Stress*
* *Non-Ionising radiation*
* *Emergency Response Capability*
* Control of Major Accidents and Accident Hazards
* Conclusions and Recommendations: Occupational Health and Safety

**Labour Practices and Human Resources Management**

* Local and National Regulatory Requirements and PR2
* Employment profile
* Corporate policies and management
* Working hours and overtime
* Wages
* Workers’ organisations
* Grievance procedures
* Disputes, court cases and other complaints
* Child labour
* Forced labour
* Non-discrimination and equal opportunity
* Non-employee workers
* Retrenchment
* Conclusions and Recommendations: Labour and human resources management

**Social Performance and Management (outside Company’s premises)**

* Local communities: impacts and benefits
* Community health, safety and security
* *Security*
* *Fire Safety*
* *Emergency Preparedness and Response*
* *Community exposure to disease*
* External Stakeholder Engagement
* Impacts on vulnerable groups
* Impact on cultural heritage
* Involuntary resettlement and economic displacement
* Conclusions and Recommendations: Social performance (external)

**Conclusions and Recommendations**

* Summary of Regulatory Compliance
* Summary of Key Impacts, Risks and Liabilities
* Process Efficiency and Environmental Opportunities
* Social opportunities
* Environmental and Social Action Plan

**Appendices**

(including Details of Persons Consulted; Photo/video/CD log; Copies of Permits and other documentation, Environmental and Social Performance Monitoring Protocol)