**SILT CONTROL MONITORING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Site name: |  | Date: |  |
| Time of check: |  | Weather: |  |
| Completed by: |  | Signed: |  |

|  |
| --- |
| **A - Infrastructure** |
|  **1 - Site Drainage** | **N/A** | **YES** | **NO** | **ACTION\*** |
|  a) Are storm drains protected to prevent sediment run-off? |  |  |  |  |
|  b) Is drain protection fitted correctly, with terram on top of gulley guard? |  |  |  |  |
|  c) Is there an inspection & maintenance schedule in place?  |  |  |  |  |
|  d) Is this being followed i.e. drain protection is evidently well maintained? |  |  |  |  |
|  e) Are ditches running freely and without any silt accumulations? |  |  |  |  |
|  **2 -** **Temporary Drainage** |  |  |  |  |
|  a) Ditches / grips - installed to capture run-off from vulnerable areas? |  |  |  |  |
|  b) Land drains - installed to capture run-off from vulnerable areas? |  |  |  |  |
|  c) Overland flow – is water running overland? Is this controlled? |  |  |  |  |
|  c) Run-off diverted to attenuation feature? If not, why not? |  |  |  |  |
|  **3 – Roads & Surfaces** |  |  |  |  |
|  a) Are roads / surfaces free from mud / slurry? If not, action. |  |  |  |  |
|  b) Are haul routes stoned up to prevent excess slurry? |  |  |  |  |
|  c) Are vehicles being washed prior to leaving site, and is run-off adequately contained? If not, action (consider soakaway system) |  |  |  |  |
|  **4 – Boundary Controls -** always check low spots |  |  |  |  |
| 1. Silt fencing – are protection measures along boundary functioning? i.e. silt fencing is capturing sediment etc.
 |  |  |  |  |
| 1. Does the silt fence require any maintenance? i.e. if significant silt has been captured this will need removing from the area
 |  |  |  |  |
| 1. Bunds – is the bund in a good state of repair and holding water where required?
 |  |  |  |  |
| 1. Are repairs required in any areas?
 |  |  |  |  |
| 1. Is there any evidence of sediment / silty water leaving site?
 |  |  |  |  |
|  **5 - Ponds / attenuation features** |  |  |  |  |
| 1. Is surface water being directed to an attenuation feature? i.e. pond
 |  |  |  |  |
| 1. Is water being held prior to discharging (to allow sediment to settle)?
 |  |  |  |  |
| 1. If not, why not?
 |  |  |  |  |
| 1. SuDs - are there silt protection measures in place at the headwall? i.e. gabion baskets, silt fencing, wattles, sand bags etc?
 |  |  |  |  |
| 1. If not, why not?
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| **B – Stored Materials** | **N/A** | **YES** | **NO** | **ACTION\*** |
|  a) Are soil stockpiles stored as to minimise risk of run-off i.e. away from slopes, grassed over, protected with silt fencing etc. |  |  |  |  |
|  b) Are there any other materials stored which may impact upon surface water run-off? If so, are the controls adequate to minimise risk of run-off? |  |  |  |  |

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|  **C - Discharges** |
| 1. Is water being discharged from site (via pond(s) or directly to river, stream, ditch etc.)?
 |  |  |  |  |
| 1. Check ALL discharge locations
 |  |  |  |  |
| 1. Are silt control mechanisms in place?
 |  |  |  |  |
| 1. Are silt control mechanisms effective / working / in good order?
 |  |  |  |  |
| 1. Photograph – take photograph of the watercourse directly upstream from discharge location. If water is silty, please ensure this is recorded
 |  |  |  |  |
| 1. Photograph – take photograph of the watercourse directly downstream from discharge location. If water is silty, please ensure this is recorded and actioned
 |  |  |  |  |
| 1. Does silt control system require cleaning or any components replacing (e.g. silt mats, sedi-socks, fencing)?
 |  |  |  |  |
| 1. Are silt control interventions of an **adequate scale** (or do these need to be scaled up or down i.e. unable to cope with **poor weather**)?
 |  |  |  |  |
| 1. Are any interventions where silt has been collected efficient, clean and without a requirement to replace components?
 |  |  |  |  |
| 1. Have any new silt control requirements or concerns been identified?
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| **D - Monitoring and records** |  |  |  |  |
| 1. Are daily checks of water discharges taking place? And recorded on EMS-FOR-010-Water Discharge Monitoring Form
 |  |  |  |  |
| 1. Are records readily available (with photographs)?
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|  **E - Emergency Provision** |
| Have we got material back up supplies e.g. silt fencing, flocculants, straw bales etc.? |  |  |  |  |
| **Comments/Notes\* -** *detail who is responsible for remedying any actions in table over page.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action****No.** | **Action** | **Responsible****Person** | **Completion****Date** | **Signed/Dated****as Completed** |
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Photographs should be taken to support the monitoring assessment and make a formal record of the site condition at the time of the visit; specific photography should record the downstream water (colouration) to demonstrate effectiveness of the silt control measures.

If there is any evidence of silt a visual check must be made upstream of the works and a water sample taken both upstream and downstream and NTU tested.

Record all actions giving as much detail as possible, e.g. risk, severity, size, quantity, and equipment. Identify an immediate corrective action or requirement for long term plan/additional monitoring and assign a person responsible for delivering this and a deadline/timeframe for it to be achieved. This must be signed to confirm that the responsible person has been informed of their duties.

**Please retain a copy of this in the Project Environmental Plan.**