

Standard Operating Procedure (SoP) Obtaining Form-V from Contractors for Under-Construction Projects

1. Purpose: This Standard Operating Procedure (SoP) outlines the process for obtaining Form-V from contractors involved in under-construction projects and reporting the required information to the Corporate Environment Department (CED). It aims to ensure compliance with environmental regulations and facilitate effective monitoring of environmental aspects during project execution.

2. Scope: This SoP applies to all under-construction projects involving contractors within THDCIL. It includes the process of obtaining Form-V, which is mandated by environmental regulations.

3. Responsibilities:

Projects:

- Ensure compliance of this SoP within their respective projects.
- Oversee the collection of Form V and related information from contractors.

Contractors:

- Provide accurate and complete Form-V information as required by environmental regulations.
- Receive and compile Form-V information from projects.
- Submit the Form-V to the project environment head in a timely manner.

Corporate Environment Department (CED):

- Receive and compile Form-V information from projects.
- Monitor compliance and assess environmental impacts based on Form-V data.

4. Procedure:

4.1. Project Initiation:

- At the commencement of an under-construction project, the project environment department will inform the contractor about the requirement to submit Form-V as per environmental regulations.
- The contractor is made aware of the specific information and documentation required to complete Form-V.

4.2. Form-V Submission:

- The contractor collects and compiles all necessary information as specified in the Form-V format.
- The completed Form-V is submitted to the project environment department within the timeframe specified by the environmental regulations.
- The project environment department verifies the completeness and accuracy of the Form-V submitted by the contractor.

4.3. Reporting to CED:

- The project environment department compiles all Form-V submissions from contractors within the project.
- Project managers submit the compiled Form-V information to CED on a regular basis, as specified in environmental regulations or as required by CED.

4.4. Verification and Compliance:

- CED reviews the Form-V submissions to assess compliance with environmental regulations.
- CED identifies any potential environmental impacts or concerns based on the information provided in Form-V.

4.5. Corrective Actions:

- If any non-compliance or environmental concerns are identified, CED communicates with the project environment department to address the issues and implement corrective actions.

4.6. Record Keeping: CED maintains a comprehensive record of all Form-V submissions and related communications.

5. Review and Revision: This SoP shall be reviewed annually or as required to ensure its effectiveness and alignment with environmental regulations.

6. Continuous Improvement:

- THDCIL shall continually assess and improve the process of Obtaining Form-V from Contractors for under-construction projects and promote sustainability.