

Standard Operating Procedure (SoP) for Obtaining Annual Environment Compliance Reports from Contractors for Under- Construction Projects

1. Purpose: This Standard Operating Procedure (SoP) outlines the process for obtaining Annual Environment Compliance Reports from contractors working in under-construction projects. It includes a declaration from contractors confirming their compliance with all statutory obligations related to the project.

2. Scope: This SoP applies to all under-construction projects involving contractors within THDCIL. It ensures the collection of Annual Environment Compliance Reports to verify contractor compliance with statutory obligations.

3. Responsibilities: 3.1. **Engineer In-Charge (EIC)/ Head of Project (HoP):**

- Ensure compliance with this SoP within their respective projects.
- Oversee the collection of Annual Environment Compliance Reports from contractors.

3.2. **Contractors:**

- Prepare and submit the Annual Environment Compliance Report, including the declaration of compliance with statutory obligations.
- Provide accurate and complete information as required.

3.3. **Corporate Environment Department (CED):**

- Receive and compile Annual Environment Compliance Reports from projects.
- Verify contractor compliance with statutory obligations.
- Initiate corrective actions if non-compliance is identified.

4. Procedure:

4.1. Annual Environment Compliance Report Preparation:

- At the end of each fiscal year or as specified in the project contract, contractors prepare the Annual Environment Compliance Report, which includes a declaration of compliance with all statutory obligations related to the project.
- The Annual Environment Compliance Report shall cover all aspects of the project, including environmental, safety, and legal compliance.

4.2. Submission to Engineer In-Charge/ Head of Project:

- The contractor submits the completed Annual Environment Compliance Report to the EIC/HoP within the timeframe which will be specified by CED.
- The EIC/HoP verifies the completeness and accuracy of the Annual Environment Compliance Report submitted by the contractor.

4.3. Reporting to CED:

- The EIC/HoP compiles all Annual Environment Compliance Reports from contractors within the project.
- EIC/HoPs submit the compiled Annual Environment Compliance Reports, including the declarations of compliance, to CED on a regular basis, as specified in the project contract or as required by CED.

4.4. Verification and Compliance Assessment:

- CED reviews the Annual Environment Compliance Reports to assess contractor compliance with all statutory obligations related to the project.
- CED and Project Environment dept. identify any instances of non-compliance or deviations from statutory obligations and initiates corrective actions if necessary.

4.5. Corrective Actions: If any non-compliance or deviations from statutory obligations are identified, CED communicates with the EIC/HoP to address the issues and implement corrective actions.

4.6. Record Keeping: CED maintains a comprehensive record of all Annual Environment Compliance Reports, including declarations of compliance and related communications.

5. Declaration of Compliance:

The declaration within the Annual Environment Compliance Report shall include a statement confirming that the contractor has complied with all statutory obligations related to the project.

6. Review and Revision:

This SoP shall be reviewed annually or as required to ensure its effectiveness and alignment with project contract requirements and statutory obligations.

9. Continuous Improvement:

THDCIL shall continually assess and improve its process for Obtaining Annual Environment Compliance Reports from Contractors for Under-Construction Projects and promote sustainability.