

Factsheet 3.07 - Inspection plan

This factsheet presents the elements for an inspection plan that either are obligation from the RMCEI or are to be considered as good practice.

Defined time period and area

The inspecting authority needs to develop an inspection plan that covers a defined time period and a defined geographic area. A common time period is 1 year but multi-annual inspection plans are used. As the competence of an inspecting authority is also bound to a geographic area (municipality, region or MS) it is common to use this geographic area also in the inspection plan. Depending on the size and tasks of the inspecting authority sub-inspection plans can be developed covering all a different part of the area.

Scope

Besides time period and area the inspecting authority should give a clear picture of the scope of the inspection plan. It should describe:

- the tasks, competences and obligations it has
- its mission and goals
- the (national) policies and priorities
- the applicable legislation (EU or national)
- the controlled activities and installations
- the range of different inspection activities that can take place

Priorities

The inspection plan should describe the method used for the risk assessment, the classification and ranking of activities and installations and the priorities arising from these.

This means that besides the outcome also the process needs to be described. In other words the inspection plan should not only give the priorities itself but also the justification how the inspecting authority came to these priorities. Here the gap between available and needed resources also finds its pace.

Objectives and targets

Based on the priorities the inspection plan should describe the objectives and the measurable targets for the activities. It is important the targets are formulated in a way so they can be monitored and evaluated.

Inspection activities

The inspection plan should provide information on the numbers and types of routine environmental inspections to be carried out, including:

frequency of site visits for different types of specified controlled installations

key figures/indicators on necessary inspection capacity

Strategies and procedures

The inspection plan should describe or refer to the strategies and the procedures that will be taken into account. The inspection plan should at least include reference to:

- procedures for routine inspections, which can include site visits as well as other kind of inspection activities
- procedures on reporting
- procedures for non-routine inspections in case of
- Complaints
- Accidents and incidents
- Occurrences of non-compliance
- Inspections or activities as part of the permit procedure
- procedures for coordination between the different inspecting authorities;
- provisions for review of the inspection plan
- agreements with operators on the notification of non-compliances

Inspection programme

The inspection programme can be part of the inspection plan. The inspection plan however is public available. Therefore the inspecting authority might want to decide to include the programme as an annex or separate document. This way the programme can stay confidential.

The inspection programme at least covers:

- a defined time period
- a list of all installations to be inspected, including:
- Inspectors or inspection unit
- Type of routine inspections
- Date (days/weeks/months), time and frequency
- Amount of time and staff needed
- Co-operation with other authorities

Sample Inspection Plan; Table of contents

Note that some issues are not an obligation according to the IED. These are marked as [optional](#).

1. Scope of this inspection plan
 - 1.1. Time period and geographic area covered by the plan
 - 1.2. Tasks, competences and (Statutory) Inspection Obligations [<optional>](#)
 - 1.3. (National) policies and priorities that have to be taken into account [<optional>](#)
 - 1.4. Applicable legislation [<optional>](#)
 - 1.5. Organisational structure [<optional>](#)
 - 1.5.1. Range of inspection activities
 - 1.5.2. Resources
 - 1.5.3. Budget*
2. The environment, activities and installations **
 - 2.1. State of the environment
 - 2.1.1. General assessment of relevant significant environmental issues
 - 2.1.2. Specific, topical environmental issues in the area
 - 2.2. Register of controlled Installations
 - 2.2.1. Environmental impact and performance
 - 2.2.2. Compliance behaviour
3. Last years performance [<optional>](#)
 - 3.1. Objectives and targets we had to reach
 - 3.2. Input, Output and Outcome
 - 3.3. Evaluation
4. This years planned performance
 - 4.1. Procedure if the Risk assessment method
 - 4.2. Outcome of risk assessment [<optional>](#)
 - 4.3. Priorities [<optional>](#)
 - 4.4. Resources [<optional>](#)
 - 4.5. Objectives and targets [<optional>](#)
 - 4.6. Inspection and Communication strategies [<optional>](#)

- 4.7. Procedures for routine inspections <optional>
 - 4.8. Procedures for non-routine inspections
 - 4.9. Procedures for review of this plan
 - 4.10. Procedures for drawing up the inspection programme
 - 4.11. Provisions on the cooperation and coordination with different inspection authorities
5. Overview of inspection activities for the coming year <optional>
- 5.1. Routine inspections
 - 5.1.1. Installations
 - 5.2. Non routine inspections
 - 5.2.1. Complains
 - 5.2.2. Accidents and incidents
 - 5.2.3. permits
 - 5.3. Compliance assistance and other inspection activities

Annex: Inspection programme

- Routine inspections
 - Installations
- Non routine inspections
 - Complaints
 - Accidents and incidents
 - Permits
 - Compliance assistance and other inspection activities

* Note that some inspecting authorities do not include budget issues in their plan, as this is not part of their responsibility.

** The description here should be general and not too detailed