

Fact sheet

New Compliance Assessment report (CAR 2) form

NCAD Version 1

The CAR form is used by Environment Agency officers when assessing compliance with a permit and to record the findings of our compliance assessment activities. This guide will explain the CAR 2 to you.

The form is used to record: Site inspections; Audits; Monitoring activities and reviews of monitoring or other data reports we receive

The Form Header

						name	of t
Environment Agency	EPR Complia	nce Assessr	nent Report	Report ID:		permit carried	
This form will report com	pliance with your	permit as deter	mined by an En	vironment Ager	icy offic		
Site				Permit Ref			
Operator/ Permit holder							
Date				Time in		Out	
What parts of the permit were assessed							
Assessment		EPR Activity:	Installation	Waste Op	Wate	er Discharge	
Recipient's name/position				· · ·			
Officer's name				Date issued			

The form header provides details of the the site, the operator's name and umber. It provides details of who ut the assessment and when.

The form header will also tell you if the assessment was routine, incident response or other and what parts of the permit were assessed. The CAR forms are produced electronically and so the typed officers name in the box acts as a signature for the form.

Section 1 - Compliance assessment summary

Permit Conditions and Complia	nce Summary	Condition(s) breach
a) Permitted activities	1. Specified by permit	
b) Infrastructure	1.Engineering for prevention & control of pollution	
	2. Closure & decommissioning	
	3.Site drainage engineering (clean & foul)	
	4. Containment of stored materials	
	5. Plant and equipment	
c) General management	1. Staff competency/training	
	2. Management system & operating procedures	
	3. Materials acceptance	
	4. Storage handling, labelling, segregation	
d) Incident management	1. Site security	
	2. Accident, emergency & incident planning	
e) Emissions	1. Air	
	2. Land & Groundwater	
	3. Surface water	
	4. Sewer	
	5. Waste	
Amenity	1. Odour	
	2. Noise	
	3. Dust/fibres/particulates	
	4. Pests, birds & scavengers	
	5. Deposits on road	
g) Monitoring and records, maintenance and reporting	1. Monitoring of emissions & environment	
and reporting	2. Records of activity, site diary, journal & events	
	3. Maintenance records	
	4. Reporting & notification	
h) Resource efficiency	1. Efficient use of raw materials	

This section provides a summary of the results of he assessment based on the 28 sub-criteria - a1 to n2. It sets out which requirements of your permit were included in the assessment. Where a breach of your permit has occurred this part will highlight he conditions in question and how the potential environmental impact has been categorised.

Any breaches are categorised using our Compliance Classification Scheme scoring system. If you disagree with any of the scores given or require more information then please contact your inspecting officer or their team leader.

The number of breaches recorded and the subsequent compliance score for this specific assessment are totalled at the bottom of the page.



Section 2 - Comments

This section contains a report of our findings and will usually in	nclude information on:
 the part(s) of the permit that were assessed (e.g. maintenance, training, combustion plant, etc) where the type of assessment was 'Data Review' details of the report/results triggering the assessment any non-compliances identified any non-compliances with directly applicable legislation details of any multiple non-compliances 	 information on the compliance so details of suspended or consolid details of advice given any other areas of concern all actions requested any examples of good practice. a reference to photos taken

The box contains an account of our compliance assessment. It will give details of any permit breaches and may include other observations about the activity being assessed. It should be clear from this section what our officer inspected and what is expected from you.

Our CAR forms can usually be disclosed under the Freedom of information act unless there are good security, commercial or legal reasons not to. You have 28 days to inform us of any mistakes or that there are good reasons not to place the information on our public register.

Section 3 - Enforcement action

Section 3- Enforcement Response	Only one of the boxes below should be ticked			
You must take immediate action to rectify any non-compliance and prevent repetition. Non-compliance with your permit conditions constitutes an offence and can result in criminal prosecutions and/or suspension or revocation of a permit. Please read the detailed assessment in Section 2 and the steps you need to take in Section 4 below.				
	s ent we do not intend to take further enforcement action in respect preclude us from taking enforcement action if further relevant			
	issued with a warning. At present we do not intend to take further ing additional enforcement action if further relevant information			
We will now consider what enforcement action is appro	priate and notify you, referencing this form.			

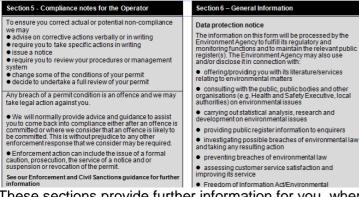
Any breach of a permit condition is an offence. If a breach has been identified we will tell you if we intend to consider further enforcement action or whether we will deal with the matter as a warning or with advice. The CAR form can be used to issue a warning which means you may not receive a separate warning letter.

Section 4 - Actions

Wheren	Section 4- Action(s) Where non-compliance has been detected and an enforcement response has been selected above, this section summarises the step: you need to take to return to compliance and also provides timescales for this to be done.					
Criteria Ref.	CCS Category	Action Required/Advised	Due Date			
See Sect	See Section 1 above					

This section details the key actions required to rectify any permit breaches and the timescales for completion.

Section 5 and 6 - Compliance notes and general information



These sections provide further information for you, where more detailed information can be found and contact numbers.

If you have any queries regarding this factsheet or your CAR form then please contact your inspecting officer or our customer service number 03708 506 506.

customer service line 03708 506 506 www.environment-agency.gov.uk incident hotline 0800 80 70 60 floodine 0845 988 1188

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