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<b>EMP05: Environmental Impact Assessment and Reporting</b>		Page 1

### Guidance Sheet EMP05/G/02 - Checklist for EIA Report

EIA Reports can vary widely in layout and content. However, the list below can be used to check that the Report meets existing good practice.

- a. Does the report include a systematic approach to the gathering and analysis of information?
- b. Is the information presented in a clear, comprehensive and objective manner?
- c. Is there a relatively concise main report that draws on the technical studies and summarises them as necessary?
- d. Is there sufficient cross referencing for the reader to make the links between the Non-Technical Summary (EIS), the main report, appendices, and any separate studies?
- e. Is the attention given to environmental issues proportional to their potential impacts, and are those aspects with insignificant impacts also identified?
- f. Are mitigation measures presented as a prioritised list?
- g. Are mitigation measures described in appropriate detail and timetabled?
- h. Does it state the means by which monitoring will be carried out?
- i. Are the methods by which the analysis was carried out and the EIA Report prepared explained?
- j. Are the credentials of the authors/contributors involved stated?
- k. Are detailed technical studies contained in appendices?
- l. Is the 'Non Technical Summary' (EIS) a summary in every-day language?

Note: The above has been developed using existing good practice from a range of Standards Bodies and Government Departments including the MOD.

Issue	Authorised by CESO DE&S	ISSUE LEVEL:	Release V2.2e
Approval	Authorised by DG S&E	DATE:	November 2007

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