

## ***Template for Screen Production location audit***

The steps involved in an audit on location are:

- Always liaise with the producer, unit assistant and health and safety manager.
- Look for both potential environmental impacts and risks, e.g. possibility of spills or runoff to storm water drains, streams etc. using a template like the one illustrated here.
- Identify protection measures and mitigations needed and include these in the call sheets.
- Check that the production is implementing any environmental initiatives requested by the production company.
- Measure waste generated and resources used.
- Set targets for waste reduction, diversion of waste from landfill and amount of waste recycled.
- Provide feedback to the producer and unit assistant on any problems or opportunities for environmental improvement identified.
- Provide feedback to the cast and crew on how well they achieved the targets set for the production.

The following page contains a table that can be used for guidance when carrying out a location audit. Amend the table as required for you individual production.

<b>Recorder: Production/Site: Date and Time:</b>	<b>Observations</b>	<b>Mitigations</b>
<b>LOCAL INFORMATION</b>		
Natural, historical, cultural heritage issues related to the site		
Location of any stormwater drains, streams, rivers, wetland habitats that could receive discharges or spills		
Consents required, reason and any conditions		
Weather conditions		
Number of people on site		
Access and parking arrangements		
Facilities provided for cast, crew, and extras		
General working conditions		
<b>WASTE</b>		
Facilities for collecting waste		
Facilities for collecting recyclables		
Facilities for collecting food waste		
Facilities for disposal of cigarette butts and chewing gum		
Sources of waste observed		
<b>RESOURCES</b>		
How is electricity provided?		
How is water provided?		
Describe materials used for sets		
<b>TRANSPORT</b>		
Number and type of vehicles		
Other transport e.g. helicopters		
<b>CATERING</b>		
Number of people catered for		
Are plates, cutlery, cups reusable		
Are ingredients locally sourced		
What disposable items were used		
<b>INCIDENTS</b>		
Record any spills, leaks or other incidents		
Observations on noise, lighting, traffic or other impacts on local community		
<b>WRAP</b>		
What happened to set materials		
Amount of food waste generated		
Amount of recyclables generated		
Amount of waste to landfill		
Amount of litter collected		
Amount of electricity or fuel consumed (if a generator used)		
Amount of water used		
Amount of fuel used for vehicles		
Condition of site after clean-up		