

# DILIGENT EXPERTS

## Essential Environmental Compliance Documents for Environmental Audit

Discover the critical environmental compliance documents every facility in Kenya needs to streamline audits, enhance sustainability, and stay audit-ready.

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### Why Environmental Compliance Matters

Maintaining up-to-date compliance documentation isn't just a legal checkbox. It demonstrates your commitment to sustainable operations, helps you manage risks, and builds trust with regulators and communities. For any Kenyan industrial facilities, Schools, Hospitals, Petrol stations, Agro processing , etc clear, audit-ready records of water use, emissions, waste handling and treatment processes are essential.

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### 1. Certificate of Incorporation & KRA PIN

Ensure you have a copy of your facility's Certificate of Incorporation and valid KRA PIN certificate. These legal documents establish corporate identity and tax status, forming the baseline for all licensing and permit applications. They are also used to create the NEMA [ENViS](#) online account for the facility.

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### 2. NEMA EIA Licence / Previous [Environmental Audit](#) Acknowledgement

Keep an active Environmental Impact Assessment (EIA) licence or the latest NEMA audit acknowledgement letter on file. This proves you've undergone environmental review and are operating within approved conditions.

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### 3. County Government Permits

Collect valid business, fire safety, public health and any other county government permits. These local approvals must be renewed annually and aligned with your facility's specific processes.

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### 4. Waste Management Records – Tracking Forms

Document each waste stream—from production residues to packaging materials—using signed NEMA-compliant tracking forms. Accurate manifests show volumes, transporters and disposal methods, demonstrating a clear chain of custody.

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## 5. NEMA Licence for Contracted Waste Handler

Verify that your third-party waste handler holds a current NEMA licence specifying non-hazardous or hazardous waste scope. Store a copy alongside your tracking forms to prove authorised disposal.

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## 6. Water & Energy Use Records

Log monthly or quarterly utility bills, meter readings and internal consumption reports. These datasets fuel sustainability KPIs, help monitor efficiency gains and support resource-use audits.

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## 7. Machine Servicing & Maintenance Logs

Maintain detailed service reports for generators, boilers, compressors and other key equipment. Regular maintenance records underpin safe operations, emissions control and uptime performance.

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## 8. NEMA Emission & Effluent Discharge Licences

Hold separate NEMA licences for air emissions and effluent discharge where applicable. Clearly note licence validity, emission or discharge limits and monitoring frequencies to avoid non-compliance penalties.

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## 9. Wastewater Treatment System Details

Describe your effluent treatment infrastructure—such as settling tanks, bio-filters or lagoons—along with design capacity (m<sup>3</sup>/day). Include flow diagrams or schematics to illustrate process stages.

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## 10. Emission Sources & Mitigation Measures

List all point sources (generators, boilers, stacks) and fugitive sources (compressors, conveyors). For each, outline control measures like cyclonic separators, scrubbers or stack height enhancements.

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## 11. Stack Emission Test Reports

Upload periodic stack testing results showing pollutant concentrations versus NEMA limits. Highlight trends, corrective actions and third-party laboratory certifications.

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## 12. Effluent Analysis Results

Compile regular laboratory analyses for pH, BOD, COD, TSS and nutrient levels. Present results in a table alongside discharge thresholds to prove treatment efficacy.

## 13. Occupational Safety & Health (OSH) Documentation

Ensure a safe workplace with comprehensive OSH records:

- Registration of the workplace with relevant authorities
- Records of OSH and fire safety training sessions
- Reports from internal and external OSH audits
- Fire risk assessments, noise surveys and general risk assessments

These documents demonstrate proactive risk management and protect both staff and assets.

Reach out to us for Environmental Audit consultancy services

[Contact us](#)

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