

APPENDIX I QUALITY ASSURANCE CHECKLIST

A1.1 The following checklist is designed to signpost the requirements of the SEA Directive through references to specific parts of the SA Report, or other documents, thus demonstrating how the SA has incorporated SEA.

Table A1.1 Quality Assurance Checklist

Quality Assurance Checklist	Completed / Location
Objectives and context	
The plan's purpose and objectives are made clear.	Completed. Section 1, Para. 1.2.
Sustainability issues, including international and EC objectives, are considered in developing objectives and targets.	Completed. Section 2, Paras 2.2-2.7, Tables 2.1 and 2.2 and Appendices 2 and 3.
SA objectives are clearly set out and linked to indicators and targets where appropriate.	Completed. Section 2, Paras. 2.8-2.16, Table 2.3 and Appendix 4.
Links with other related plans, programmes and policies are identified and explained.	Completed. Section 2, Paras. 2.2 and 2.3, Table 2.1, Appendix 2.
Conflicts that exist between SA objectives, between SA and plan objectives, and between SA and other plan objectives are identified and described.	
Scoping	
The environmental consultation bodies are consulted in appropriate ways and at appropriate times on the content and scope of the SA Report.	
The appraisal focuses on significant issues.	
Technical, procedural and other difficulties encountered are discussed; assumptions and uncertainties are made explicit.	
Reasons are given for eliminating issues from further consideration.	
Options/Alternatives	
Realistic alternatives are considered for key issues, and the reasons for choosing them are documented.	
Alternatives include 'do nothing' and/or 'business as usual' scenarios wherever relevant.	
The sustainability effects (both adverse and beneficial) of each alternative are identified and compared.	
Inconsistencies between the alternatives and other relevant plans, programmes or policies are identified and explained.	
Reasons are given for selection or elimination of alternatives.	
Baseline Information	

Relevant aspects of the current state of the environment and their likely evolution without the plan are described.	
Characteristics of areas likely to be significantly affected are described, including areas wider than the physical boundary of the plan area where it is likely to be affected by the plan where practicable.	
Difficulties such as deficiencies in information or methods are explained.	
Prediction and Evaluation of Likely Significant Effects	
Likely significant social, environmental and economic effects are identified, including those listed in the SEA Directive (biodiversity, population, human health, fauna, flora, soil, water, air, climate factors, material assets, cultural heritage and landscape), as relevant.	
Both positive and negative effects are considered and where practicable, the duration of effects (short, medium or long-term) is addressed.	
Likely secondary, cumulative and synergistic effects are identified where practicable.	
Inter-relationships between effects are considered where practicable.	
Where relevant, the prediction and evaluation of effects makes use of accepted standards, regulations and thresholds.	
Methods used to evaluate the effects are described.	
Mitigation Measures	
Measures envisaged to prevent, reduce and offset any significant adverse effects of implementing the plan are indicated.	
Issues to be taken into account in development consents are identified.	
The Sustainability Appraisal Report	
Is clear and concise in its layout and presentation.	
Uses simple, clear language and avoids or explains technical terms	
Uses maps and other illustrations where appropriate.	
Explains the methodology used.	
Explains who was consulted and what methods of consultation were used.	
Identifies sources of information, including expert judgement and matters of opinion.	
Contains a non-technical summary.	
Consultation	
The SA is consulted on as an integral part of the plan-making process.	
The consultation bodies, other consultees and the public are consulted in ways which give them an early and effective opportunity within appropriate time frames to	

express their opinions on the draft plan and SA Report.	
Decision-making and information on the decision	
The SA Report and the opinions of those consulted are taken into account in finalising and adopting the plan.	
An explanation is given of how they have been taken into account.	
Reasons are given for choices in the adopted plan, in the light of other reasonable options considered.	
Monitoring Measures	
Measures proposed for monitoring are clear, practicable and linked to the indicators and objectives used in the SA.	
Monitoring is used, where appropriate, during implementation of the plan to make good deficiencies in baseline information in the SA.	
Monitoring enables unforeseen adverse effects to be identified at an early stage. (These effects may include predictions which prove to be incorrect.)	
Proposals are made for action in response to significant adverse effects.	