

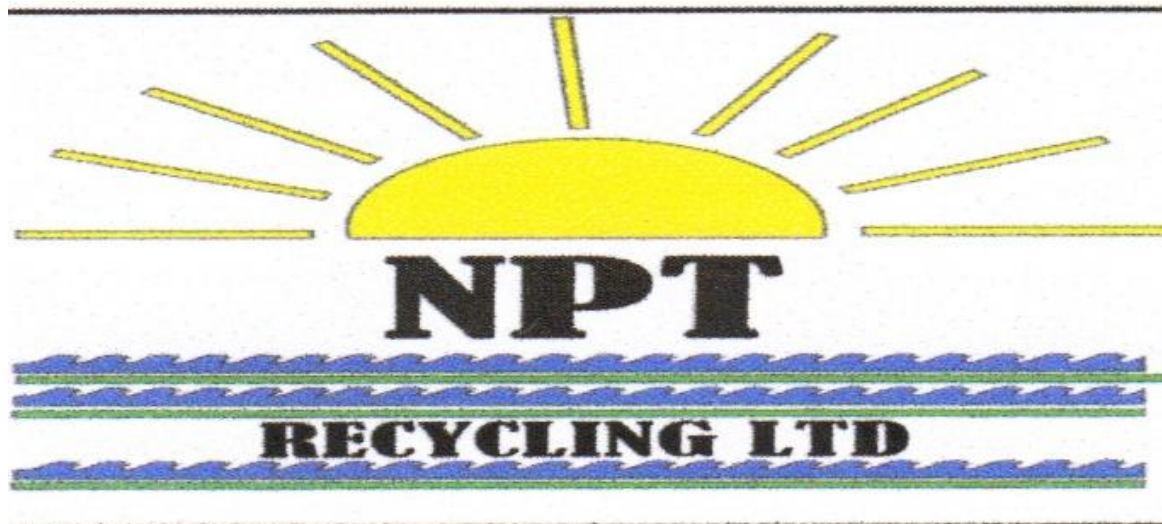


**NEATH PORT TALBOT
(RECYCLING) LTD**

**Material Recovery & Energy Centre
Crymlyn Burrows, SWANSEA, SA1 8PZ
TELEPHONE 01792 641901
FAX 01792 465188**

Appendix EPC2 3d

Summary of Management System



Business Management System



Business Management System Manual Index

Document No	Document Description	ISO 14001: 2015 clause ref	OHSAS 18001:2007 clause ref	ISO 9001: 2015 clause ref
	Introduction & Scope	4.1	4.1	4.1
	Environmental, Health and Safety Statement	4.2	4.2	
	Quality Statement			5.3
	Roles and Responsibilities	4.4.1	4.4.1	5.5.1
	Organisational Chart			
	NPT Recycling Commitment to Continuing Improvement			
	Management System Documentation Hierarchy			
	Procedures – P			
P1	Customer Liaison			5.2,7.1,7.2,7.5.4 .8.2.1,8.5.2
P2	Purchasing			7.1,7.4
P3	Communications	4.4.3	4.5.1	5.5.3, 7.2.3
P4	Monitoring and Measurements	4.5.1	4.5.1	7.5,7.6,8.2.3, 8.2.4
P5	Competence Training and Awareness	4.4.2	4.4.2	6.1,6.2,6.3,6.4
P6	Audit	4.5.5	4.5.4	8.2.2,8.5.2,8.5.3
P7	Document Control	4.4.5	4.4.5	4.2.3
P8	Records	4.5.4	4.5.3	4.2.4
P9	Legal and Other Requirements	4.3.2	4.3.2	
P10	Management Review	4.6	4.6	5.6
P11	Operational Control	4.4.6	4.4.6	8.5.2,8.3,6.4,7.6, 8.2.4
P12	Evaluation of Compliance	4.5.2.1,4.5.2.2		7.4.3
P13	Emergency Preparedness and Response	4.4.7	4.4.7	8.3,8.5.2,8.5.3
P14	Aspects, Impacts, Hazard and Risk Control	4.3.1	4.3.1	
P15	Maintenance			
P16	Calibration			
P17	Objectives Targets and Management Programmes	4.3.3	4.3.3, 4.3.4	8.4,8.5.1
P18	Non Conformance & Corrective Action			
P19	Waste Management Auditing			
P20	Project change Management			
P21	Emergency Plan Matrix			
P22	Emergency Spillage Response			
P23	Emergency Odour Release Response			
P24	Emergency Flood Response			
P25	Control of Contractors on Site			
P26	Climafuel Testing Protocol			
P27	Personal Protective Equipment			
P28	Emergency First Aid			
P29	PPE Requirements and Issue			
P30	Asbestos			
P31	Confine Space			



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P32	Compressed Air			
P33	DSE (Display Screen Equipment)			
P34	Substance Abuse			
P35	Electricity			
P36	Fire and Explosion			
P37	Hazardous Substances			
P38	Health Surveillance			
P39	Working at Height			
P40	Roof Working			
P41	Manual Handling			
P42	New or Expectant Mothers			
P43	Noise			
P44	Permit to Work			
P45	Risk Assessment			
P46	Stress & Violence.doc			
P47	Temperature			
P48	Hand Arm Vibration			
P49	Welfare			
P50	Work Equipment			
P51	Young People at Work			
P52	Lone Workers			
P53	The Construction Design and Management Regulations			
P54	Isolation Procedure - Revision No 1			
P55	Guarding			
P56	PAT Testing			
P57	Leptospirosis			
P58	Data Protection			
P59	Telephone Use Procedure			
P60	IT Procedure			
P61	Outbreak Of Disease Or Infection			
P62	Fuel Shortage and Loss of Utilities			
P63	Crisis Management and Business Continuity Plan Revision 5			
P64	Security Search Procedure			
P65	Safety and Security Procedure			
P66	Participation & Consultation			
P67	Anti-Bribery & Corruption Policy			
P68	Recording of Waste Handled			
P69	First Aid			
P70	Hotwork			
P71	Abrasive Wheels			
P72	Investigation, Communication And Corrective Actions for Accidents Incidents			



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	Work Instructions (WI)			
WI Section 1	Health and Safety			
WI Section 2	Environmental			
WI Section 3	General			
WI Section 4	Weighbridge & Reception			
WI Section 5	Process			
WI Section 6	Fuel Preparation			
WI Section 7	Waste to Energy			
WI Section 8	Maintenance			
	Risk Assessments (RA)			
RA Generic				
RA Section 1	Health and Safety			
RA Section 2	Environmental			
RA Section 3	General			
RA Section 4	Weighbridge & Reception			
RA Section 5	Process			
RA Section 6	Fuel Preparation			
RA Section 7	Waste to Energy			
RA Section 8	Maintenance			



Introduction

Neath Port Talbot (Recycling) Ltd has implemented a Business Management System that meets the requirements of ISO14001:2004, ISO9001:2008 & OHSAS18001:2007

The management system developed addresses the main clauses of the standard and the management system manual is available for all employees and acts as a 'sign post' document connecting to other elements of the management system.

Neath Port Talbot (Recycling) Ltd services operate a waste management facility receives, sorts, recycles, re-uses and re-routes commercial and domestic waste streams from Neath-Port Talbot and Bridgend County Councils.

The facility generates energy from waste streams received in addition to re-using waste by bio-drying and shredding and supplying dRDF fuel to the cement industry. Sorting of waste realises useful outputs from plant in terms of recyclables, metals and plastics. Such outputs are supplied to approved contractors.

The operation complies with appropriate legislation in terms of Health, Safety and Environmental issues including operating a permit issued by the Environment Agency under the Environmental Permitting Regulations (amended) 2010. The company operates a Management system in accordance with ISO14001:2004, ISO 9001:2008 & OHSAS18001:2007 under the following scope.

7.3 of the standard ISO 9001:2008 design and development function has been excluded within the scope, as there is no justification for design in the business.

The Scope and definition of the BMS is as defined in the process activities listed below:

Area Name	Scope Definition of Activities & Processes
Weighbridge & Control room	Measurement of incoming and outgoing waste streams. Control of site security system. Monitor process parameters and downtime of plant. Maintain emission monitoring data and input periodic lab analysis
Reception Hall	Delivery and control of municipal solid waste – pre-sorting of oversize and unsuitable materials prior to processing – Control of unprocessed waste retention times – removal of processed oversize materials. The treatment of particulate and biocide is carried out by a de-duster unit prior to exiting the building through a stack and is periodically tested for particulate emissions. Drainage from waste reception area to underground tank prior to disposal in compliance with the requirement of PPC permit No EPR-BJ577IF-V016
Process Hall	Primary process of waste fraction by size – separation and segregation of dense plastics / ferrous and non-ferrous for recycling – The segregation of unsuitable waste (Textiles and oversize) outputting of waste fraction to DRDF manufacture. The treatment of particulate and biocide is carried out by a de-duster unit prior to exiting the building through a stack and is periodically tested for particulate emissions. Drainage from process hall area to underground tank prior to disposal In conformance with permit requirements No EPR-BJ577IF-V016
Fuel Preparation	The shredded and classified SRF fraction is bio-dried in 9 of the in-vessel composting tunnels to produce a stable fuel for export. The emissions to air pass through a deodorising unit and out through a



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	stack and are periodically monitored for ammonia and total particulate. Drainage of compost liquor to underground tank prior to disposal. In accordance with the requirements of the permit No EPR-BJ577IF-V016
Off Site Activity	COTC holders are required to conduct duty of care audits on waste carriers and waste management facilities the MREC sends their waste streams to for disposal or further processing. The Senior management team are required to evaluate potential technology changes on site and approve the installation of new processing equipment, this entails travelling to facilities or seminars to perform these assessments, this also involves travel abroad

The Kerbside collection sorting building is exempt from EPR permitting



ENVIRONMENTAL, HEALTH & SAFETY STATEMENT

Neath Port Talbot (Recycling) Limited processes and recycles Municipal & Commercial waste to maximise the diversion from landfill.

The Company Directors recognise that the health, safety and welfare of employees, visitors, contractors, external stakeholders and the wider community, who may be affected by its operations, is of primary importance in the successful conduct of its business. It also recognises its obligations to care for the environment through the prevention of pollution, and the implementation and monitoring of good environmental practices. As a minimum standard, NPT Recycling will meet the requirements of all legal, industry and other adopted standards.

The Company strives to maintain best practice, seeking continual improvement and innovation. This is achieved by reviewing the Key Performance Indicators, the setting of objectives and targets and the implementation of its Health, Safety and Environment management systems, certified to BS EN ISO14001:2004 Environment, BS EN ISO 9001:2008 and BS OHSAS18001:2007 Occupational Health and Safety

This policy is signed by a director to demonstrate the Board's commitment and it has been adopted by the Board of Directors. A copy of this Statement of Intent is posted at the site and is available to the public.

General Policy

Neath Port Talbot (Recycling) Limited will, so far as is reasonably practicable provide;

- Adequate resources to ensure the proper provision for the implementation of the HS&E management systems and compliance with current legislation and adopted guidance
- Plant, work equipment and systems of work, which are safe, and without risk to health
- Arrangements for the safe use, handling, storage and transport of articles and substances for use at work and minimise the environmental impact of such processes.
- Commit to continual improvement and prevention of pollution.
- Employees with such information, instruction, training and supervision as is necessary to enable the employee to ensure his or her health and safety at work and the safety of others that may be affected by their acts or omissions.
- A working environment that is safe and without risks to health, with adequate means of access and egress, and adequate welfare arrangements.
- Arrangements for effective employee consultation regarding health, safety and environmental matters
- Monitoring procedures to maintain agreed standards and ensure that steps are taken to reduce the likelihood of days lost from work related injury and occupational ill health.
- Access to adequate competent advice on Health, Safety and Environmental matters to assist in applying the provisions of health, safety and environmental law.
- Information, advice, facilities and products to promote the economic minimisation of energy use, waste produced, and fuel usage.
- A site where the safety & wellbeing of all visitors is paramount.
- Provide training and equipment to minimise the sites impact on the environment.

This policy was agreed and signed at the board meeting in January 2016. This policy will be reviewed for its continuing suitability as a minimum annually or following any circumstances that may affect its validity.

Signed:
Director

Date:



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QUALITY STATEMENT

Neath Port Talbot (Recycling) Limited processes and recycles Municipal & Commercial waste to maximise the diversion from landfill.

The waste is mechanically separated to salvage recyclables and the balance of the waste is further processed through size reduction and bio-drying process in the in vessel composted tunnels to produce a homogenous SRF (Solid Recovered Fuel) to export as a substitute fuel for high energy industries.

The Quality Statement of Neath Port Talbot (Recycling) Ltd is the basis of a functional business management system accredited to ISO9001:2008, which is focused on achieving the operational, quality, health and safety and environmental goals of the Company.

The key objectives of the Quality Statement are set by the board on an annual basis for the site and to individual managers

The goals and the Company performance against these goals will be reviewed regularly, but as a minimum at the annual management review meeting. This information will be shared within the Company and with both our customers and the regulator if required.

Neath Port Talbot (Recycling) Ltd will promote a fully open and inclusive working environment, with all employees empowered to actively contribute ideas and suggestions, on both overcoming problems and improving both process performance, and the performance of the management system.

Regular and open dialogue with customers, the regulator and the local public will be held to ensure a forum exists for both information exchange and feedback – essential for the Company to deliver the requirements to these key stakeholders.

Although the overall responsibility for the quality output of the Company remains with Neath Port Talbot (Recycling) Ltd Management, it is essential that every employee understands both their role and responsibility in enabling the Company to achieve its quality goals. The policy is given to each employee upon induction and displayed on Company notice boards. The policy is distributed to contract staff, and is available to the public on request

This policy was agreed and signed at the board meeting in January 2016. This policy will be reviewed for its continuing suitability as a minimum annually or following any circumstances that may affect its validity.

Signed:

Director

Date:



2.0 Responsibilities

This part of our Safe System of Work describes how we organise our health and safety at work. It also designates posts at NPT that carry specific health and safety responsibilities, and outlines their related duties.

To make sure we comply with our health and safety policy and any other legal obligation, we have organised the arrangements to reflect and operate within our normal line management structures.

The remainder of this Safe System of Work outlines who is responsible for what in terms of health and safety.

2.1 Directors

Directors, have overall responsibility to ensure that Health and Safety requirements are met across the site. This includes:

- Approving the Health and Safety Statement of Intent and ensuring that the statement reflects the current board priorities.
- Ensuring that NPT Recycling has necessary resources to successfully implement the Safe System of Work, Objectives and compliance with Health and Safety legislation.
- Help with developing and implementing a Health and Safety management plan for the site
- Appoint a competent person Health and Safety Manager to oversee the implementation of the development plan
- Monitor accidents and near misses, and taking action to deal with adverse trends.
- Receiving and endorsing the annual health and safety management review reports.
- Monitoring and reviewing the health and safety performance of the NPT Recycling's Management System, ensuring that it is implemented and maintained.
- Follow up on any significant health and safety failures, and of the outcome of the investigations into their causes
- Set good personal example.

2.2 General Manager

The General Manager is responsible to the board for control of adherence to the safety and health system by all employees on site. He must expect safe operation throughout the site and delegate the authority for this to all personnel. The General Manager holds members of management at the site accountable for their assigned responsibilities. He endorses safety policy and outlines the basic safety responsibilities of all employees.

The General Manager shall:

- Know and understand the safety policies and programs of the site to ensure their effective application
- Give leadership and direction to the administration of safety activities
- Give fair consideration to safety and health-related recommendations



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- Give leadership to the development and implementation of safety policies
- Give leadership to the development of injury reduction goals for the site
- Give leadership to the development of site safety activity/system continuous improvement plans to meet the goals of the corporation
- Know and understand the safety performance requirements for all employees at the site
- Participate in the Health & Safety Committee which directs the safety process within the site
- Conduct monthly (or more frequent) safety and health tours of the site during operating hours
- Report the status of the site's safety-related activities, performance goals, and objectives to Directors
- Ensure that performance reviews include meeting safety objectives as a component of overall performance

2.3 Departmental Managers

Along with all members of management, the Department Managers are responsible and accountable for carrying out details of the safety and health process. They are required to provide adequate safeguards against known or potential safety and health hazards through communication, furnishing proper equipment, materials and methods and by training employees. Department Managers shall:

- Know and understand the Safety and Health Process and the safety and health policies of the site to ensure their effective application within their organizations. Provide leadership in the implementation of the Process within their organization.
- Give leadership and direction to the administration of safety activities within their organizations.
- Give fair consideration to safety and health-related recommendations.
- Actively participate in the development and implementation of safety policies for the site. Provide leadership in the implementation of such policies.
- Actively participate in the development of injury reduction goals for the site. Provide leadership in the support of those goals.
- Actively participate in the development of site safety activity/system continuous improvement plans to meet the goals of the corporation. Provide leadership in the support of implementation of such plans.
- Know and understand the safety performance requirements for all employees at the site. Hold their line organizations accountable for safety performance.



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- Actively support the Health & Safety Committee as it implements the safety process within the site. Establish and actively participate in line safety and health committees with their direct reports.
- Conduct monthly (or more frequent) safety and health tours of the site during operating hours
- Report the status of their organization's safety-related activities, performance goals and objectives to the Joint Health & Safety Committee.
- The site HSE Manager will sponsor the Joint Health & Safety Committee.
- Hold their line management accountable for the prompt reporting and investigation of all injuries and incidents. Promptly report such incidents and injuries to the site management team.
- Report the status of their department's safety-related activities, performance goals and objectives to the Health & Safety Committee.

2.4 Safety & Health Manager

The Safety & Health Manager is responsible for guiding management in the formulation of sound safety policy and practices designed to meet stated objectives. The Safety and Health Staff is accountable for stimulating acceptance of sound safety practices, development of safety awareness, and for developing active participation by line management and staff in reaching these goals and objectives. They shall:

- Act in an advisory capacity on matters pertaining to the safety and health programs and help develop and determine safety and health policy and procedures.
- Submit to site management regular reports on the status of the safety and health programs.
- Interpret and communicate laws, regulations, and codes dealing with government, industry, and corporate safety and health standards. Assist line management in the development and implementation of practices and processes to achieve and maintain compliance. .
- Assist in making safety inspections of the site to reinforce safe behaviours and conditions.
- Conduct frequent safety and health audits to determine compliance with procedures and to reduce at-risk behaviours.
- Provide consultation, as requested, in the preparation and approval process for work permits.
- Participate, as needed, in safety reviews of new or modified methods, processes, materials, supplies, and equipment, including buildings, machines, tools, and devices.
- Review with management and supervision the application of the safe systems of work.



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- Conduct assessments of the Safety and Health Process to determine the status of implementation and direction.
- Be a resource centre for management in safety training. If needed, personally instruct in subjects related to their expertise.
- Analyse and disseminate data on accidents and incidents for the study and understanding of various safety trends.
- Maintain an incident record system, maintain safety and health performance statistics, and evaluate trends. Recommend actions based on trend analysis.
- Evaluate and monitor the effectiveness of the industrial hygiene and health programs.
- Evaluate industrial illnesses to determine causes. Direct personnel monitoring of potential safety and health hazards.
- Act in an advisory capacity to line management on operational matters pertaining to the industrial hygiene and health program. Interpret laws, regulations, and codes dealing with industrial hygiene. Assist in the development of processes and systems to control exposures to physical and health hazards.
- Communicate with insurance representatives, as required, to ensure requirements and standards are followed.
- Coordinate safety and hygiene communications on site
- Maintain primary contact between the medical communities. Review doctor's statements regarding employee's physical conditions upon their return from an absence. Coordinate the Return to Work (RTW) with site plant management.
- Coordinate the testing and maintenance of site emergency equipment. Maintain necessary records regarding such.
- Working in partnership with line management, ensure that the drug and alcohol testing program for the NPT site is properly implemented
- Coordinate insurance carrier safety and loss control activities, including inspections, investigations, and special projects.
- Maintain individual employee safety records for each employee.

2.5 First-Line Supervisors or Teamleaders

The first line organization is responsible for the safety of its operation. This responsibility covers employees, equipment, materials and methods. While employees working safely can prevent accidents, the employees' immediate supervisor or team leader is in the best position to ensure that employees work safely. Along with all members of management, first line supervisors are responsible and accountable for carrying out details of the safety and health process. Supervisors / Team Leaders are required to provide adequate safeguards against known or potential safety and health hazards through communication, furnishing proper equipment, materials and methods and by training employees. They shall also:



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- Know and understand the Safety and Health Process and policies of the site. Ensure effective application in the group they supervise. Set high expectations for safe performance.
- Know and train their employees in safe work procedures and safe work methods.
- Serve on and attend their unit and area Safety Committees.
- Conduct “team” safety meetings with their work teams. Report the results of these meetings to their Manager.
- Perform investigations of all injuries and incidents. Promptly report such incidents to their line management. Lead incident investigation team activities.
- Ensure medical attention is obtained for any injury in their work group or any injury that occurs in their area.
- Lead the safety and health goal-setting process and set goals for their individual work teams.
- Report the status of safety-related goals and objectives established by their individual work teams to their supervisor.
- Communicate to their individual work group the requirements for safety performance. Provide feedback on the status of safety suggestions, etc.
- Evaluate the safety performance of their employees for the accomplishment of the employee’s safety responsibilities and requirements. Hold employees accountable for their responsibilities for themselves and other workers.
- Set an excellent example for their employees by their own safe work conduct and safety attitude.
- Make frequent (at least weekly) safety inspections for unsafe conditions and practices. Make a formal safety inspection of their supervised area each month.
- Take ownership for the correction or mitigation of unsafe conditions and the correction of at-risk behaviours.
- Make a minimum of one planned individual safety contact per week with each employee they supervise.
- Assist in the completion of Risk Assessments, Work Instructions etc.
- Encourage safety suggestions and near miss reporting from the work team. Where possible, they should directly implement sound safety suggestions. Suggestions requiring action beyond their authority should be personally taken to the next level of management.
- Participate in promotional activities with regard to the safety process.



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- Provide recognition to their employees for accomplishing safety and health objectives and goals established for their work group.
- Provide required personal protective equipment for employees exposed to hazardous conditions. Require personal protective equipment to be properly worn. The supervisor will know how to use personal protective equipment and see that their employees are trained in its proper use.
- Support the behavioural safety process through goal setting in employee performance appraisal sessions, encouraging observations to be performed and using the data generated to establish safe work practices.

2.6 Health and Safety Committee

The Health and Safety Committee is chaired by a Health & Safety Manager and consists of approved representatives from the unions and all areas of NPT (Recycling) Ltd, the Health and Safety Committee will:

- Be consulted on the health and safety policy and procedures providing advice and input on policy and procedures including their implementation throughout NPT
- Receive and monitor incident statistics, generated by the Health and Safety Manager, to review trends and contribute to developing plans and initiatives required to address incident trends or particular areas of concern
- Assist in carrying out workplace assessments, and work with the Health and Safety Manager in taking forward any programme of workplace assessments
- Monitor implementation of the health and safety management system throughout the site.

2.7 Employees

All employees have a safety and health responsibility and accountability to themselves, their families, their fellow workers, the community and their employer. While accepting this responsibility in the performance of their duties, they shall be expected to observe safety rules and regulations, as well as the instructions relating to safe performance. They are accountable for elimination of personal at-risk behaviour as well as coaching fellow employees to help eliminate at-risk behaviours in others. They are responsible and accountable for taking a personal safety leadership role in daily safety activities, task planning, incident investigations and work performance. They shall also:

- Know and understand their role and responsibilities in the Safety and Health Process and in critical safety and health procedures.
- Stop, correct and report hazards or unsafe acts.
- Comply with the safety instructions of supervisors / team leaders.
- Know and comply with the safety requirements of their job.



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- Know and comply with the safe work procedures and Work Instructions.
- Attend and actively participate in monthly safety meetings.
- Report all accidents, injuries, near misses and incidents to their supervisor / team leader. Participate in near miss and incident investigations.
- Actively participate in the behavioural safety process by being an observer and by being observed.
- Make safety suggestions to their supervisor / team leader and participate in their resolution.
- Participate in safety audits and inspections.
- Know and maintain good housekeeping standards in their area.
- Assist in the development and completion of risk assessments and work instructs.
- Complete required safety training activities.
- Properly use and maintain required personal protective equipment.
- Assist in the development of safety goals and objectives for their team.

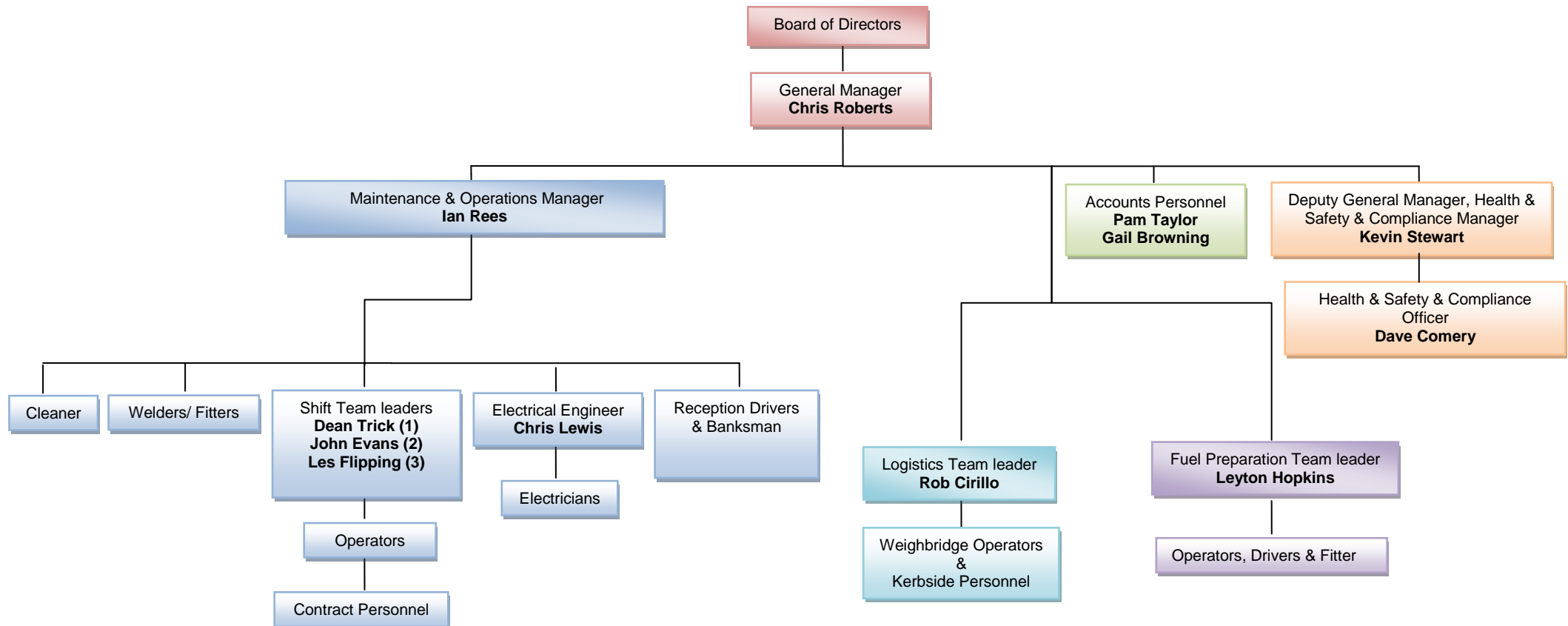


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Roles and Responsibilities

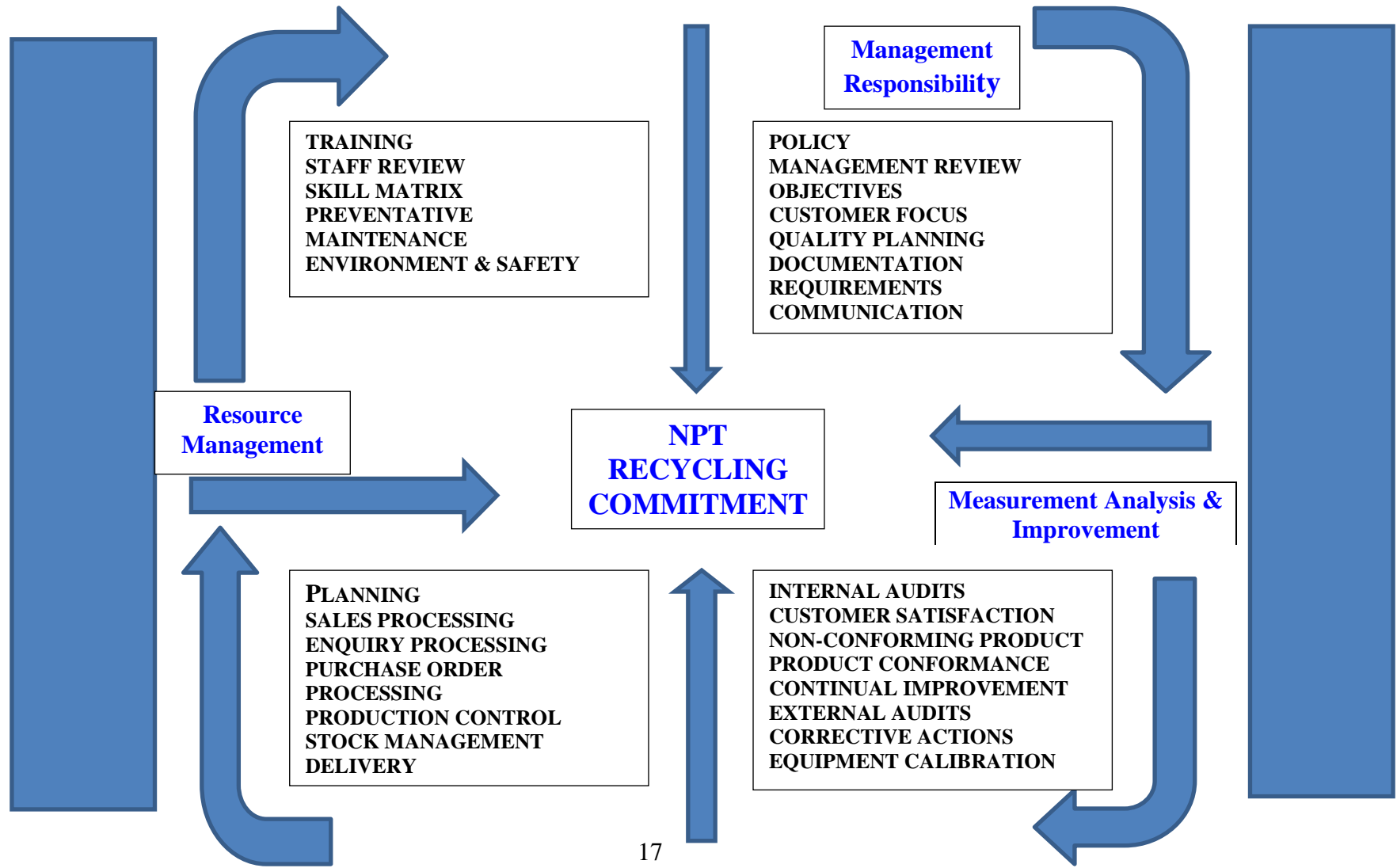
The management structure of Neath-Port Talbot (Recycling) Ltd is shown below for this Business Management System. The chart simply shows functional relationships and responsibilities and does not imply relative seniority. The senior management team have overall responsibility for all operational aspects of the site with direct reporting to the Environmental Technical Director of Neath-Port Talbot County Borough council & the board of directors.





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Business Management System Documentation Hierarchy

BUSINESS MANAGEMENT SYSTEM MANUAL

Describes the Business management system, scope, policies and objectives and the requirements of ISO: 14001:2004, ISO: 9001:2008 & OHSAS: 18001:2007

POLICY DOCUMENTS (P)

Describes how the company operates and the activities necessary to implement the business management system.

WORK INSTRUCTIONS (WI)

This consists of detailed instructions for processes and functions, which have an effect on quality, health, safety and environmental issues.

Name of Procedure:	Business Management System Document
Purpose of the Procedure:	Define and meet the requirements of the ISO14015:2004, ISO9001:2015 & OHSAS18001:2007 standards
Approved by:	Health & Safety Manager
Responsible for its Updating:	Health & Safety Department
Procedure Applies to:	All employees, Contractors and Members of the Public.
Date Original Initiated:	2014
Date of Approval:	14 th May 2015
Proposed date of Review:	13 th May 2016