

Appendix Q

Record Keeping Forms

(Applicant may use alternative recording sheets)

GRAYS BIOGAS LTD
WASTE INPUT RECORD FORM - MONA/RF/1

DATE:

TIME	PRODUCER/SOURCE	WASTE TYPE	QUANTITY IN TONNES / m ³	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....				
TOTAL WASTE DEPOSITED								

GRAYS BIOGAS LTD
REJECTED WASTE - RECORD FORM MONA/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

GRAYS BIOGAS LTD
WASTE AND PRODUCT OUTPUT RECORD FORM - MONA/RF/3

MONTH.....

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....		
TOTAL WASTE EXPORTED						

GRAYS BIOGAS LTD								
SITE INSPECTION FORM (DAILY INSPECTIONS) - MONA/RF/4								
WEEK STARTING								
TYPE OF INSPECTION		DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS / SURFACES								
WASTE CONTAINERS								
WASTE TYPES								
WASTE/ STORAGE								
PLANT/EQUIPMENT								
FUEL TANK/BUND								
CONCRETE HARDSTANDING								
INTERCEPTORS/STORAGE TANKS								
DRAINAGE CHANNELS/GULLIES/SITE LAGOON								
QUANTITIES	CHICKEN LITTER							
QUANTITIES	DAF							
QUANTITIES (OTHER)								
REJECTED WASTE TYPES / STORAGE								
NOISE LEVELS								
FIRES								
LITTER								
DUST								
ODOUR								
VERMIN								
RECORDS								
OTHER -								
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY		SIGNATURE						
POSITION		DATE						
Sheet		of						

GRAYS BIOGAS LTD

SITE INSPECTION FORM (DAILY INSPECTIONS) – MONA/RF/4

NOTES/ACTION (CONTINUATION SHEET):

CHECKED BY

SIGNATURE

POSITION

DATE

Sheet

of

GRAYS BIOGAS LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - MONA/RF/6

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

GRAYS BIOGAS LTD
COMPLAINTS REPORT FORM (MONA/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	

Date completed	
----------------	--

COMPLAINT RECORDING PROCEDURE:

- 1) Any complaints received will be recorded on form MONA/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.
- 2) The name, address and telephone number of the caller will be requested.
- 3) Each complaint will be given a reference number.
- 4) The caller will be asked to give details of:
 - a. the nature of the complaint;
 - b. the time;
 - c. how long it lasted;
 - d. how often it occurs;
 - e. Is this the first time the problem has been noticed; and
 - f. what prompted them to complain
- 5) The person completing the form will then, if possible, make a note of:
 - a. the weather conditions at the time of the problem (rain, snow, fog etc.)
 - b. strength and direction of the wind; and
 - c. the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 6) The reason for the complaint will be investigated and a note of the findings added to the report.
- 7) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 8) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact Natural resources Wales and or the Local Authority.
- 9) Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.