

Environmental Management System

Document Title: EP27 Submission of Permit required reports to Natural Resources Wales

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Scope

This procedure covers all Permit Reports to the Natural Resources Wales in relation to the Llangefni Site operating its [EP Permit](#), with regard to statutory requirements .

Responsibility

The HSE Manager is responsible for collating the information and submitting the Permit Reports to Natural Resources Wales.

Permit Reports

1.1 Drawing up the Permit Report Register

All related reports and monitoring frequencies are specified within the designated permit, which is applicable to the site and associated processes, are included within the listing.

1.2 Updating the list of Permit Report Register

The register is updated twice per year or when site Permit is changed.

The actual status of each monitoring or report submission is defined by an **X** within the appropriate box related to that aspect of the Permit.

1.3 Submission of Permit Reports

A copy of every submission to the Enforcing Authority must be passed to the General Manager and included within the H&S Drive: ISO14001 Environmental Management Systems / Folder : NRW Returns (Year) .

1.4 Late or Non Submission of an LAEP / EP Report

Any late or non-submission of an Permit Report must advised to the Enforcing Authority within 7 days and the General Manager immediately by E Mail.

Documentation

The Permit Report Register for 2016 is attached as an example.

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