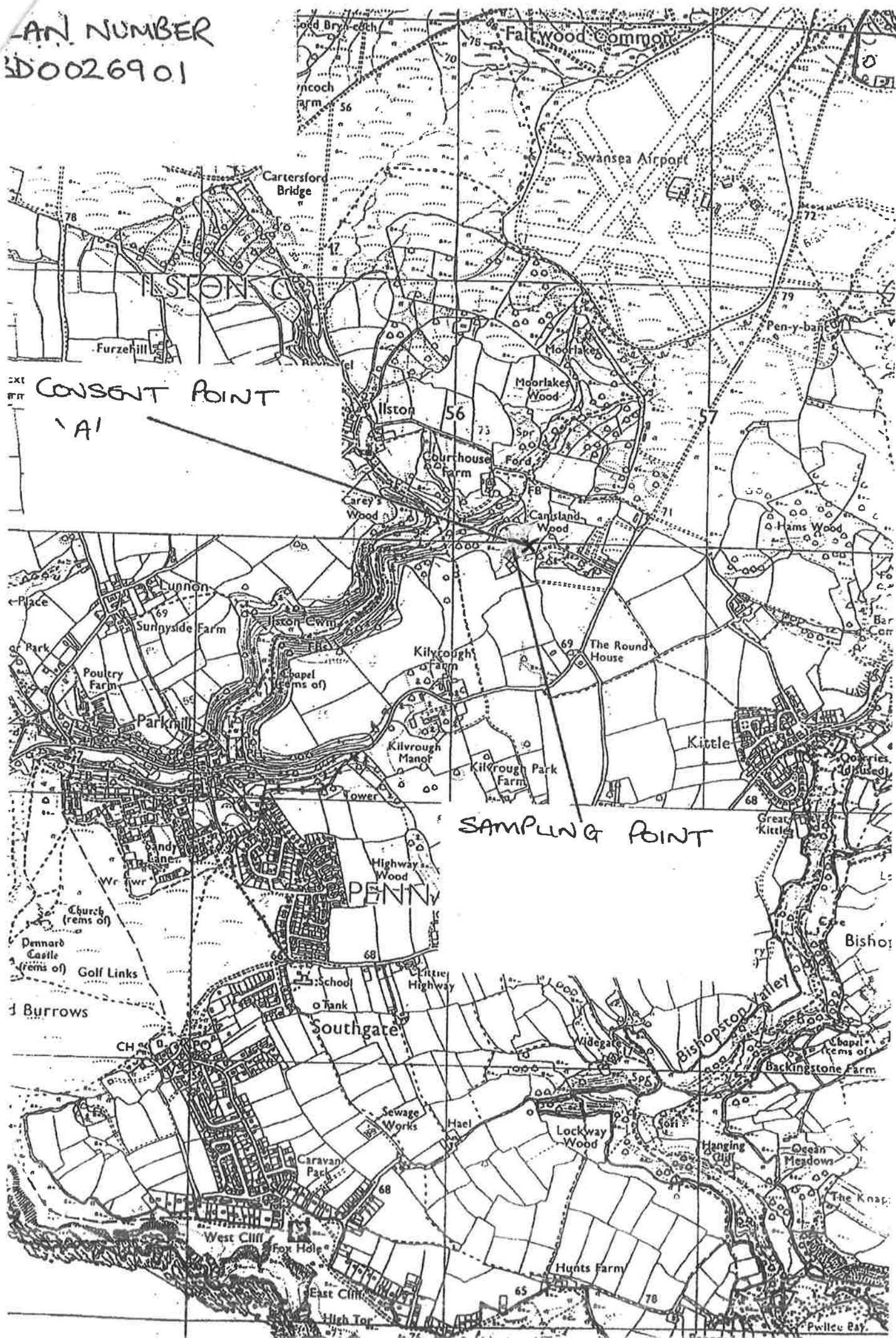


(B.C.2.)



(B.C.I.)

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- 1. Type of treatment plant**
- 2. Monitoring and maintenance checklist**
- 3. Maintenance record**
- 4. Training checklist and record sheets**
- 5. Complaints form** for recording complaints about your site from members of the public.
- 6. Accident and Incident records.**
- 7. Accident management plan, including;**
  - A – Key site and emergency contacts
  - B – Site plan
  - C – Preventing accidents... and what to do if they happen.

## MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

### 1. Type of treatment plant

This form is to be used to record information about the type of plant you are using for your sewage.

<b>Type of treatment plant</b> For example, package treatment plant, septic tank	
<b>Make</b>	
<b>Model</b>	
<b>Installation Date</b>	
<b>Who installed it?</b>	
<b>Capacity</b>	

## 2. Monitoring and maintenance checklist

Item	How often (tick the appropriate box)					
	Day	Week	Month	Year	2 Years	5 Years
If you have a manufacturer's maintenance plan complete line 1 below and add to the blank lines any actions which you are required to carry out in that plan and specify how frequently you will carry them out.						
1) Ensure that a maintenance plan as required by the manufacturer's instructions is followed and that any required works are carried out by and appropriately qualified person						
2)						
If you do not have a manufacturer's maintenance plan in place, the following is suggested as a minimum. You should add extra actions that you feel are appropriate for your site.						
1) Check the ground through which the infiltration systems runs for any adverse effects e.g. sewage effluent breaking out of the ground. If you observe any adverse effect you must contact an appropriately qualified contractor to investigate and remediate the cause.		✓				
2) Check to see if the treatment plant (if applicable) appears to be operating effectively, for example no unusual noises, odours and so on. If it is not operating correctly you must contact an appropriately qualified contractor to investigate and remediate the cause.		✓				
3) Ensure that the sample point is accessible at all times. If its not accessible, ensure access is reinstated			✓			
4) Desludging should take place at least once a year or at a frequency specified by the manufacturer				✓		
5)						
6)						

You should understand whether the system is operating normally or not and what routine checks to make, for example is the power on, is the motor running? You should know how to restart the system if there is a power or other failure. The supplier of the system or maintenance contractor should be able to advise on checks specific to the plant in question. These checks should normally be made and recorded on a weekly basis as a minimum. You should record the findings of these checks even if nothing was wrong.

## MANAGEMENT TOOLKIT FOR SMALL AND MEDIUM SIZED BUSINESSES

If you have a service and maintenance contract in place the contractor must be trained and competent to maintain and service your particular treatment plant. If you have a contract in place a copy of it must be kept with this document. Service frequency should be in accordance with the manufacturer's instructions. Sewage treatment plants require periodic de-sludging and you should have a contract in place to undertake this when required.

These are guidelines only.

### 3. Monitoring and maintenance record

You need to keep a record of the checks you have completed, that are set out in your checklist along with any additional checks you have made. This could be recorded in a diary or alternatively you could adapt the form below to create a record sheet.

If you have a maintenance contract with a contractor keep a record of any work carried out by them. If invoices state the work carried out these will be sufficient.

You should record the following information:

- The check or maintenance job undertaken (for example, *checked treatment plant*)
- Who did it
- The result (for example, when *abnormal noise heard, called in specialist to investigate*)

Alternatively you could use this form. Please copy it prior to completion to ensure a future supply. You should start a new line for each check carried out.

Action	Date and Time	Carried out by	The result
e.g. Sample point access checked	06/04/2010 09:30	Mr A N Other	Manhole covering sample chamber covered in soil restricting access. Obstruction cleared.
e.g. Operation of sewage treatment plant checked	06/04/2010 09:40	Mrs A Person	Plant operating satisfactorily.
e.g. Operation of sewage treatment plant checked	06/04/2010 12:00	Mr A N Other	Seized discs – effluent at a trickle. Engineer called at 1215. Attended site and freed discs at 16:00. Plant now operating satisfactorily 16:05.