	<p align="center"><b>ENVIRONMENTAL MANAGEMENT SYSTEM</b></p> <p align="center"><b>Training &amp; Qualifications Procedure</b></p>	<p><b>EMS.S3.02</b></p> <p>Version: 1</p> <p>Effective: <b>XXX</b></p>
<p>Authored by: WRAP Cymru</p>	<p>Reviewed by: VK</p>	<p>Approved by:</p>
<p>Date: Jan 2024</p>		

## 1.0 PRINCIPLE

The purpose of this procedure is to ensure that all site operatives are sufficiently trained and competent to carry out their duties.

## 2.0 RESPONSIBILITY

All site operatives are responsible for carrying out this procedure as detailed in Section 3.0. Any changes required are the responsibility of the Site Manager to update and re-issue the amended procedure.

The Site Manager will have the overall day to day responsibility for ensuring that the procedure is upheld.

## 3.0 TRAINING

The site is managed by sufficient numbers of staff competent to operate the site without causing pollution. All staff have clearly defined roles and responsibilities as set out in EMS.S3.05 'Management and Responsibilities'.


Training will be provided:

- when a new employee/site operative begins work on site;
- when new controls and equipment are introduced on site, thereby changing the site's operating procedures;
- if the permitted activities change via a variation to the permit;
- if an audit identifies a particular training need; or
- if any procedures set out within this Environmental Management System (EMS) are amended.

### 3.1 Site Operative Training

The Site Manager will be responsible for ensuring that all site operatives receive the correct level of training and that all new site operatives receive an induction. All new site operatives will be provided with clear instructions regarding their individual tasks and requirements.

In particular, emphasis will be made in ensuring all site operatives are aware of the following aspects and environmental considerations:

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- the conditions set out in the Environmental Permit, such as; permitted waste types (EWC codes) and activities;
- regulatory implications of the Environmental Permit for the site and their specific work activity;
- all potential environmental effects from operations under normal and abnormal circumstances;
- the need to report deviations from the Environmental Permit;
- prevention of accidental emissions and action to be taken should accidental emissions occur; and
- the roles and responsibilities of all site operatives to ensure that all aspects of this EMS are complied with.

Training will be undertaken as required to ensure that site operatives are familiar with their responsibilities and the conditions of the Environmental Permit. Training will also ensure that site operatives will be fully aware of how to maintain optimal plant and equipment performance.

A training record for all site operatives will be kept in the site office in the format set out in EMS.S3.03 'Training Record'. This document illustrates the way in which training will be recorded to include:

- the training required by each individual site operative;
- the date training carried out;
- a date for a refresher of the training; and
- any additional comments.

The training requirements of existing and new site operatives will be reviewed annually. Training will be an ongoing process, to comply with relevant legislation and the conditions of the Environment Permit. Training will also be provided to develop the potential and ability of each individual. A matrix (EMS.S3.04 Training matrix) which records the qualifications of each member of staff is maintained by the Site Manager.

All permitted operations at the site will be under the management control of a technically competent person who holds a certificate of technical competence or have successfully completed a NRW assessment. Copies of the relevant certificates of technical competence will be kept in EMS.S3.03 'Training Record'.

**END OF DOCUMENT**