

## Appendix 2 – Management

### Appendix 2.5 – Maintenance Checklist

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	3 Month	Year	2 years	5 years		
<b>Weighbridge</b> <ul style="list-style-type: none"> <li>• Operation,</li> <li>• Recording,</li> <li>• Calibration</li> </ul>	✓	✓	✓	✓			<b>Safety &amp; Compliance Managers Site Office.</b>  <b>See Planned Preventative Maintenance (PPM) for Sub-surface Structures overleaf</b>	<b>Site Manager &amp; designated supervisor &amp; operative(s)</b>
<b>Settlement Pit</b> <ul style="list-style-type: none"> <li>• Levels,</li> <li>• Filter Screens,</li> <li>• Structural Integrity Checks</li> </ul>	✓	✓	✓	✓	✓	✓		
<b>Drainage Systems</b> <ul style="list-style-type: none"> <li>• Drains,</li> <li>• Pipes,</li> <li>• Pumps,</li> <li>• Chambers &amp; Separators</li> </ul>	✓	✓	✓	✓	✓	✓		
<b>Water Filtration &amp; Treatment Systems</b>		✓	✓	✓				
<b>Water Storage Tank</b>	✓	✓	✓	✓				
<b>Mobile Machinery Plant &amp; Equipment</b>	✓	✓	✓	✓				
<b>Fences, Gates &amp; Security Systems.</b>	✓	✓	✓	✓				
<b>Impermeable Storage Pads &amp; Site Surfaces</b>			✓	✓	✓	✓		

## Planned Preventative Maintenance (PPM) for Subsurface Structures

Arch Services, will ensure that the underground subsurface structures at the site maintain their integrity and do not give rise to any leaks or emissions to land or underlying groundwaters, and as part of their maintenance procedures will complete a **full visual and physical inspection to of all the below ground infrastructure and apparatus**, that has been designed, engineered, and installed by Arch Services suitably experienced and qualified engineers, including:

- Settlement Pit,
- Drains & Pipework, and;
- Interceptor chambers

At a frequency of **every 3 months / quarterly** and to be carried out by in house Arch Services suitably experienced and qualified engineers.

### By undertaking:

- CCTV survey and,
- Man entry survey.

**Records** will be made by the Site Manger and kept at the Site Office which will include, Personnel/Engineer, Survey type(s) and methods, results & findings and any remedial actions & repairs or maintenance carried out will be recorded as shown below:

Date	Personnel/Engineer	Survey Type	Method, Results, Findings & Actions
Settlement Pit			
Drains & Pipework			
Interceptor Chambers			

**A Suitably qualified and independent external Engineer** will be employed to carry out verification of subsurface integrity, surveys, checks and any maintenance repairs on an annual basis.

**Records** will be made by the independent external Engineer and a copy will be kept by the Site Manager at the Site Office.