Waste Non-Conformance

Introduction

The purpose of this procedure is to ensure that wastes that do not conform to pre-acceptance details, consignment note details or are not permitted on site are processed in the correct manner, documented and action is taken to prevent the occurrence again.

Responsibilities

The Site Manager, SQE Manager / DGSA, Waste Administrator and Site Supervisor are responsible for this procedure.

Procedure

1. All non-conforming waste shall be immediately quarantined and the Site Manager informed.
2. The Site Manager assesses the issues and decides whether the Environment Agency shall be informed.
3. The Site Manager or SQE Manager will inform the consignor and try to obtain as much detail as possible about the waste in question.
4. The advice from the Environment Agency and the information obtained from the customer will be used to determine the correct course of action to be taken.
5. For all non-conformances, a Non-Conformance Form (SHEQ-FOR-QAS-009) shall be completed and details recorded.
6. A copy of the Waste Non-conformance Form shall be sent to the consignor for their response. A two-week period shall be given for the customer to respond and indicate their remedial action to ensure no recurrence of the incident.
7. Returned and completed Waste Non-conformance Forms will be filed in the customers file with the pre-acceptance information.