

	ENVIRONMENTAL TRAINING	EA-P 01
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1.0 Aim/Scope

This procedure describes the provisions of training to ensure that any persons working for or on behalf of the company involved in the activities covered by the scope of the EMS are properly trained to carry out their assigned duties in a manner that will not cause deviation from the company environmental policy.

2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

3.0 Records form

EA-R 03-01 – Annual Training Plan
EA-R 03-02 - Training Attendance Records

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Procedure

6.1 The Site Operational Manager shall consult with the Director to identify the needs of environmental training where appropriate. The Site Operational Manager may identify additional training needs in consultation with individual staff members.

6.2 The Director shall produce an annual training plan (EA-R 03-01 – Annual Training Plan).

6.3 For each staff of ENVEO ASTON, the Site Operational Manager shall establish, implement and maintain a training record of any type of EMS related training received. Where a training course is undertaken internally, names of the attendants shall be recorded in the Training Attendance Record (EA-R 03-02 - Training Attendance Records).

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6.4 The effectiveness of training may be evaluated by the Director through questionnaire, test, on-job performance review, internal audit, etc.. The evaluation method shall be defined in the Training Plan.

7.0 Records

- 7.1 Type of Records** – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.
- 7.2** All the information received through the pre-acceptance procedures is kept for 3 years.
- 7.3 Compliance** – The records must be stored in accordance with Procedure EA-P 04 – Documents management.