

	INSTRUCTION FOR OPERATION AND MAINTENANCE OF EQUIPMENT, INCLUDING PIPELINES, TANKS AND BUNDS	EA-I 01
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1.0 Aim/Scope

This instruction defines the methods and responsibilities for operation and maintenance of equipment, including pipelines, tanks and bunds.

2.0 Affected activities

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

3.0 Records form

EA-R 20 Inspection of pipelines, tanks and bunds

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Instruction

- 6.1** Monitoring the equipment operation – the Operators monitor the equipment daily for proper operation. This includes waste oil storage tanks, bunds, pipelines and pumps. In the event of doubt as to the normal operating condition of a piece of equipment they will duly inform the Operational Site Manager.
- 6.2** **Technological equipment maintenance** – The Operational Site Manager is liable for the maintenance of the site equipment. The Site Operational Manager makes inspections monthly or in case a notice of deviation from normal operation has been registered. The Operational Site Manager inspects the integrity and normal functioning of the equipment. When a piece of equipment is found to be operating outside normal operation, The Operational Site Manager takes appropriate measures to restore normal operation.
- 6.3** **Recording the inspections** – The results of each inspection of the equipment shall be registered in the *EA-R 20 - Inspection of pipelines, tanks and bunds record* form.

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6.4 Staff requirements – The maintenance of the technological equipment must be carried out in accordance with the maintenance guidance and instructions provided by the manufacturer. The maintenance must be carried out only by personnel who have been initially instructed and trained to work with the respective equipment in accordance with the requirements of the manufacturer.

6.5 Liability - The Operational Site Manager is responsible for the correct operation and maintenance of the equipment.

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 Compliance – The records must be stored in accordance with Procedure EA-P 04 – Documents management