

	<p style="text-align: center;">RECORDING</p>	<p style="text-align: center;">EA-P 03</p>
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1.0 Aim/Scope

This procedure determines the way to prepare, store and use a list of the current environmental legislation regulating the operation of the installation; preparing and maintaining a list of all necessary instructions related to the terms of the Waste permit, as well as the mechanism for handing over the documentation to the staff/responsible persons

2.0 Affected activities

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

3.0 Records form

EA-R 04 - List of the relevant legislative acts
EA-R 05 - Documents Register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Procedure

6.1 The Operational Site Manager identifies the most up-to-date environmental requirements applicable to the company's activities, preparing a list of the up-to-date environmental regulations (*EA R 04 - EA-R 04 - List of the relevant legislative acts.pdf*) for the various factors and components and ensures timely access to them. It reviews and updates this list as legislation changes.

6.2 The Operational Site Manager prepares a list of all available written procedures, instructions and forms related to the conditions of the Waste permit, providing access to this list to all employees by the persons responsible for the storage the documents.

6.3 The Operational Site Manager prepares a Record sheet with the provided documents to the /responsible persons (*EA-R 05 – Documents Register.pdf*).

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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.