

	INSTRUCTION FOR PERIODIC INSPECTION AND MAINTENANCE OF THE CONDITION OF THE SEWAGE SYSTEM AT THE SITE	EA-I 04
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1.0 Aim/Scope

The present instruction specifies the operator's actions for periodic inspection and maintenance of the condition of the sewage network at the company's site, including the detection of leaks and taking corrective actions for the elimination thereof.

2.0 Affected activities

- Sewage system at the site

3.0 Records form

EA-R 19 Inspection of the sewage system and oil-water separator
 EA-R 16 Non-compliance register
 EA-R 17 Corrective actions register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Instruction

6.1 Equipment performance control:

- The operators monitor daily for the presence of leaks, collapses or landslides of the terrain. In case of presence of such, they immediately inform the Operational Site Manager.
- The operators monitor daily the correct functioning of the oil-water separator. In case of doubt regarding the normal operating condition of the separator, the Operators promptly inform the Operational Site Manager.

6.2 Maintenance of the equipment – The Operational Site Manager is the person responsible for the maintenance of the sewage system on the site. Monthly, the Operational Site Manager inspects the integrity and normal functioning of the sewage system, including the oil-water separator. When a leak, collapse



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or landslide is detected, he takes the appropriate measures and corrective actions are taken.

- 6.3 Inspections records** - The results of each inspection of the sewage network are logged in record form *EA-R 19 Inspection of the sewage system and oil-water separator*.
- 6.4 Detection of leaks** - In case of detection of leaks, the Operational Site Manager is immediately informed and he verifies the reported issue. If leaks are found, procedure *EA-I 10 Instruction for Establishing the Reasons for the Established Non-Compliances and Taking Corrective Actions* is followed or, alternatively, as stated in item 6.5 below (pursuant to the severity of the issue).
- 6.5 Determination of the causes and assigning corrective actions** - The Operational Site Manager is responsible for:
- identifying the causes for the leaks;
 - establishing and assigning appropriate corrective actions (including training relevant personnel, modifying or creating procedures, instructions, forms and/or work practices where necessary);
 - organizing the corrective actions;
 - monitoring the implementation of the corrective actions;
 - inspecting the completion of the implementation of the corrective actions and their effectiveness.
- 6.6 Terms for determination of the causes and assigning corrective actions** - The terms under item 6.5 must be as short as possible in order to eliminate or reduce the consequences of the leak and to prevent another leak or incident.
- 6.7 Inspection record** - The Operational Site Manager completes forms *EA-R 16 - Non-compliance register* and *EA-R 17 - Corrective actions register*, where the causes of the leaks and the assigned necessary corrective actions are entered.
- 6.8 Responsibility for implementation of corrective actions and verification of their implementation** - For the implementation of each corrective action, there will be an appointed person in charge (may be external to the company), who is responsible for the effective and high-quality implementation of the respective corrective action. The person responsible under item 6.7 checks the effectiveness of the corrective action and completes the rest of form *EA-R 17 Corrective actions register*.

7.0 Records

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- 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