

# Maintenance Schedule

BRY-OP04 Issue 1.0

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## **1.0 PURPOSE**

This document aims to outline the procedure which must be followed by Bryn Recycling Ltd (hereon referred to as Bryn Recycling) to ensure the site fulfils the requirements of its Environmental Permit conditions.

### **1.1 Procedure Overview**

This procedure document details how Bryn Recycling shall implement plant equipment pre-use checks, weekly site inspections and ensure maintenance, servicing and calibration works are undertaken at the required frequencies. This document provides clarification on the roles and responsibilities for the aforementioned maintenance processes.

## 2.0 SCOPE OF SITE MAINTENANCE

Bryn Recycling shall proactively maintain the work environment and site infrastructure in accordance with the sites Environmental permit conditions. The table below provides an overview of all areas covered within the scope of this procedure.

Infrastructure	Pre-Use Check Procedure	Site Inspection Procedure	Maintenance & Calibration Procedure
1 x 360 excavator	Inspection of safety critical parts logged	N/A	LOLER testing Annually. 250hr services.
1 x bulldozer	Inspection of safety critical parts logged	N/A	LOLER testing Annually. 250hr services.
1 x dump truck	Inspection of safety critical parts logged	N/A	LOLER testing Annually. 250hr services.
Mobile bowser	N/A	N/A	Annual check
COSHH Store	N/A	Visual inspection of storage conditions and presence of a spill kit	N/A
Access Roads	N/A	Inspection of condition	Roads swept as required.
Site Identification Board	N/A	Inspection of condition	N/A
Boundary Fences and Gates	N/A	Inspection of condition	N/A

### **3.0 SITE INFRASTRUCTURE & MAINTENANCE PROCEDURE**

The various maintenance processes implemented by Bryn Recycling are as follows:

#### **3.1 Plant Maintenance**

The site operates a strict maintenance regime and equipment used is of sufficient capacity to allow down time for routine maintenance and servicing as recommended by the manufacturer.

No plant may be operated unless full instructions and training have been given by a person competent to do so.

No plant or equipment may be worked on for maintenance purposes unless it has been removed from the site and has been isolated to prevent an accidental start, only in exceptional circumstances which prevent its removal, shall work be undertaken on any item of plant within the site.

Any newly arrived or hired in equipment is subject to particular scrutiny to ensure it meets the standards required by both the company and current legislation.

All breakdowns or incidents involving plant or equipment are entered in the site diary. Routine maintenance is recorded and in addition daily pre-use checks will be completed during the working day to assess any damage or general wear of the machine.

#### **3.2 Site Inspection Checks**

- 1) The site has adequate pest control provisions and monitoring to ensure pest and vermin levels remain low. These are checked on a daily basis by site staff. If an infestation should ever be found, then appropriate pest control measures will be immediately implemented. The results of the inspections and any remedial action will be recorded in the Site Diary.
- 2) Any significant issues identified such as permit condition breaches or compliance obligation breaches will be recorded in the Site Diary. In such instances, the Managing Director shall also be consulted where required to ensure the issue is resolved. The Site Manager shall retain responsibility for overseeing the implementation of any necessary corrective actions.

#### **3.3 Site & Plant Maintenance & Calibration**

- 1) All plant equipment must be used and maintained in accordance with the manufacturer's instructions and stored appropriately and securely when not in use. The Site Manager shall ensure any equipment or machinery which is not fit for use or out of service is clearly marked as such and is not unintentionally used.
- 2) The Site Manager shall maintain a record detailing the maintenance, servicing and calibration schedules of all items of infrastructure and plant equipment (as identified in Section 2). As part of the pre-use check process site operatives shall report to the Site Manager, and defects and hours of use where required.

- 3) The Site Manager shall update the record after any maintenance, servicing or calibration activity has been completed, detailing the actions taken and date of next scheduled service or calibration where appropriate.
- 4) All formal records of servicing, testing, maintenance and calibration shall be retained by the Site Manager.

## 4.0 ROLES AND RESPONSIBILITIES

The roles and responsibilities for upholding this procedure are as follows:

### 4.1 Site Operatives Shall:

- Where required undertake pre-use checks of plant equipment prior to use;
- Inform the Site Manager of any identified defects or issues relating to site infrastructure or equipment;
- Ensure equipment is secured when not in use and stored appropriately; and;
- Ensure equipment is used in accordance with the manufacturer's instructions

### 4.2 The Site Manager shall:

- Ensure records of pre-use checks, site inspections and, equipment and infrastructure maintenance are maintained;
- Ensure maintenance, servicing and calibration of plant equipment takes place at the required intervals following relevant methodologies and standards where appropriate.
- Co-ordinate and arrange maintenance, servicing and calibration works, ensuring the work is carried out by a suitably qualified person;
- Ensure all plant equipment out of service or requiring maintenance is appropriately secured preventing unauthorised access or use;
- Ensure all plant equipment and monitoring equipment is identifiable and stored appropriately when not in use;
- Annually review the need for changes to the sites existing infrastructure.

### 4.3 The Owner shall:

- Retain overall accountability for ensuring the work environment, infrastructure and plant equipment is maintained and fit for purpose;
- Annually review the need for changes to the sites existing infrastructure; and;
- Authorise the purchase of any new infrastructure or plant equipment where required.

### 4.4 Appointed Engineers shall:

- Provide evidence of their competency to undertake maintenance, servicing or calibration works;
- Undertake maintenance, servicing or calibration works following recognised standards or methodologies where appropriate; and;
- Provide a formal record of works undertaken.

**WRM Limited**  
18 Manor Square, Otley, West Yorkshire, LS21 3AY

Tel: 01943 468138

Email: [info@worm-ltd.co.uk](mailto:info@worm-ltd.co.uk) Web: [www.worm-ltd.co.uk](http://www.worm-ltd.co.uk)

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