

Recording Procedure

BRY-OP06 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.

2.0 PROCEDURE OVERVIEW

The procedure document details the regular and ad-hoc record-making requirements required by Bryn Recycling in line with their Bespoke environmental permit. It has been dissected into its component parts for ease of reference by site operatives. Conditions to be applied when site operatives follow the procedure are also indicated below.

3.0 SCOPE OF SITE RECORDS

Bryn Recycling shall proactively create records in line with environmental and processing aspects in accordance with the site's Environmental Permit conditions. All records shall be maintained on site for a minimum of 6 years. The table below provides an overview of all areas covered within the scope of this schedule.

Table 1 - Monitoring Requirements

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
1.1 Staffing & Visitors					
Staff	Names of operators and times of attendance on site	Daily	Operators	Site Office	Site Office
Staff	Names and times of technically competent managers on site	Daily	Technically Competent Manager	Site Office	Site Office
Visitors	Names of visitors on site	When any visitor arrives onsite	Site Manager	Visitor Book	Site Office
Training	Staff training completed	On expiry of current training or when new member of staff joins	Site Manager	Training Folder	Site Office
1.2 Accidents & Incidents					
Accident	Any accidents resulting in injury	As soon as possible following an injury	Site Manager	Accident Book	Site Office
Incident	Any incident of fire	As soon as possible following a fire	Site Manager	Site Diary	Site Office

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
Incident	Any incident of spillage	As soon as possible following a spillage	Site Manager	Site Diary	Site Office
Environmental Incident	Any incidents causing pollution to the environment, harm to human health or detriment to the amenities of the locality	As soon as possible following a pollution incident	Site Manager	Site Diary	Site Office
Amenities Incident	Incidence of litter, dust, pest, odour and noise problems	Following detection of litter, dust, pest, odour and noise problems	Site Manager	Site Diary	Site Office
1.3 Waste Records					
Waste Records	Waste Carriers Licences (where appropriate)	On receipt of incoming waste	Operatives	Site Office	Site Office
Waste Records	Tickets/Documents – incoming wastes	On receipt of incoming waste	Operatives	Site Office	Site Office
Waste Records	Rejected Waste Forms	On rejection of waste	Operatives	Site Office	Site Office
Waste Records	Quarterly Waste Returns	Quarterly	Site Manager	Site Office	Site Office
1.4 Monitoring					
Complaints	Off-site environmental effects	Ad-Hoc basis	Site Manager	Site Diary	Site Office
Pollution Incidents	Failure records for pollution prevention methods	Ad-Hoc basis	Site Manager	Site Diary	Site Office

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
Dust	Visual inspection at 4 locations on site boundary.	Daily	Site Manager	Site Diary	Site Office
Litter	Visual inspection	Daily	Site Manager	Site Diary	Site Office
1.5 Condition Checks, Faults & Breakdowns					
Machinery	Any machinery breakdown or failure	Ad-Hoc basis	Site Manager	Site Diary	Site Office
Machinery	Regular servicing	250hr servicing, annual LOLER testing.	Site Manager	Site Manager	Site Office
Infrastructure	Condition of site infrastructure and engineering	Ad-Hoc basis	Site Manager	Site Diary	Site Office
1.6 Complaints					
Public	Details of complaint	Ad-Hoc basis	Site Manager	Site Diary	Site Office
Staff	Details of complaint	Ad-Hoc basis	Site Manager	Site Diary	Site Office

4.0 ROLES AND RESPONSIBILITIES

Site Operatives Shall:

- Ensure required recording is conducted in line with this procedure.

The Site Manager Shall:

- Be responsible for ensuring this document is upheld;
- Ensure that site operatives have the required training to carry out recording activities as required; and,
- Ensure records are maintained.

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