

Overview

This procedure provides an overview of all the necessary infrastructure monitoring and inspection programmes that need to be carried out in order to ensure compliance with the Site Environmental Permit.

1. Monitoring

The Site Manager will monitor the key characteristics of the operations and activities that could have a significant impact on the environment.

The Site Manager will visually inspect the site on a daily basis. If spillages or strong local odours are detected then action will be taken accordingly.

Monitoring duties include:

- Checking roadways for any spills of delivered materials;
- Checking all security measures including the integrity of the site fence;
- Checking the integrity of all concrete hardstanding and bunds.

All details are logged in the site diary with any comments and actions taken.

2. Checks and Tasks

There will be daily checks to ensure that all equipment is working properly. An example of a check sheet used for this is shown in the Daily Check Sheet.

There will be regular inspection and maintenance of areas particularly:

- Waste Storage Bays;
- Workstations;
- Conveyors;
- Picking Lines;
- Rotorshredder;
- Trommel;
- Overband Magnet;
- Granulation System;
- Hardstanding;
- Containment Systems; and
- Site Boundary.

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	Site Manager

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Inspections will pay particular attention to signs of damage, deterioration and leakage. If any damage is noted, it will be recorded in the site dairy and will be repaired as soon as possible. If containment capacity or the capability of bunds is compromised then waste will be immediately removed until repaired.

Tanks will be inspected routinely which will include periodic thickness testing. If significant deteriorated is detected then the contents will be transferred to appropriate storage. These inspections will be carried out by independent expert staff and written record will be maintained of the inspection and any remedial action taken. Tanks will also be inspected at regular intervals to ensure that they are not used beyond the specified design life or are used for substances that they were not designed for.

If there is any incident or accident that causes or could cause significant pollution Natural Resources Wales will be contacted straight away.

Monitoring will be carried out in line with the relevant Regulations and Legislations and cover the whole site as detailed on the site plan. If the measures identify a breach of requirements an action plan will be raised and implements. When relevant, Natural Resources Wales will be notified in writing.

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3. Training Record

The below signatories have received training and understand all aspects of procedure MK-E08.

Table 3.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Site Manager

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Daily Check-Sheet

Week Beginning		
Waste Storage Bays		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Workstations		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Conveyors		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Picking Lines		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Rotorshredder		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Trommel		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed

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Overband Magnet		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Granulation System		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Hardstanding		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Containment Systems		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed
Site Boundary		
Monday	Checked	Signed
Tuesday	Checked	Signed
Wednesday	Checked	Signed
Thursday	Checked	Signed
Friday	Checked	Signed

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