
Subject **EWP8.1.1 Waste Pre-Acceptance and
Acceptance Working Procedure**

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Reviewer

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Version **1.0**

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Amendment Record

Issue No.	Page No.	Amendment Details	Amended By	Issue Date
1-1	All	Procedure created to support process flow	K Jenkins	October 2025

Purpose

This procedure defines the end-to-end process for the pre-acceptance, delivery, inspection, and acceptance of all waste and feedstock materials received at the Precious Metal Recovery (PMR) and SITAD facilities in Wales.

Its purpose is to:

- 2-
 - Ensure only approved and compliant waste is accepted to site.
 - Prevent the receipt of unsuitable, hazardous, or unlicensed material.
 - Maintain compliance with UK environmental legislation and ISO 14001:2015 Clause 8.1 (Operational Control).
 - Provide full traceability and documentation for all consignments.

Scope

Applies to all incoming PMR and SITAD feedstock deliveries, whether classified as waste or product.

- 3- All suppliers, hauliers, and internal teams involved in sourcing, transporting, or receiving materials.

Covers:

- Pre-booking and documentation verification.
- Waste carrier and EWC validation.
- On-site inspection, quarantine, acceptance, or rejection.
- Record keeping and compliance auditing.

4- Roles and Responsibilities

4.1 Commercial Team

- Source feedstock from pre-approved suppliers.
- Collect and forward delivery details:
- Supplier, item, weight, pallets, estimated delivery date/time, haulier and driver details, delivery type (PMR Day / SITAD).
- Confirm if the material is waste and whether the supplier will generate a Hazardous Waste Consignment Note (HWCN) or Waste Transfer Note (WTN).
- Generate or request correct transfer documentation.
- Send all information to the PMR Co-ordinator for booking.

4.2 PMR Co-ordinator

- Verify haulier waste-carrier licence via NRW/EA public register.
- Report unlicensed carriers to the Business Development Manager (BDM).
- Raise Purchase Requisition / Purchase Order in D365 and pre-book delivery on the ANPR system.
- Log each delivery in the Deliveries sheet and attach supporting documents.

- Manage discrepancies, update records, and coordinate quarantine or rejection.

4.3 **PMR Stock Controller**

- Check daily delivery schedule.
- Review incoming documentation for completeness and compliance.
- Conduct weighbridge checks and direct drivers to the correct delivery point.
- Oversee quarantine of non-conforming loads.
- Scan and attach signed paperwork to D365 records.

4.4 **Local Area Team**

- Inspect materials upon arrival and verify that the load matches declared paperwork.
- Report contamination or discrepancies to the Stock Controller.
- Follow downstream SOP810 (Delivery Point Guidance) for unloading.

4.5 **Business Development Manager (BDM)**

- Approve new suppliers and carriers.
- Decide on acceptance or rejection of non-compliant deliveries.
- Review and investigate non-conformances.

5- **Procedure**

5.1 **Pre-Acceptance and Booking**

- Before the delivery of any loads, The Royal Mint will obtain and agree to a written supply agreement for the input materials with each supplier. The written agreement shall provide the following;
 - The waste type and specific source location(s) of the material;
 - A brief description of the source type, physical form and the origin of the source material
 - Details of the supplier's quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of waste type, source, handling requirements, presence of hazards within the materials etc.);
 - European Waste Catalogue (EWC) code. A list of permitted waste codes, including the proposed codes included in the 2025 permit variation submission, has been provided at the end of this procedure.
- Checks will be made to determine if the material is waste. This will include determining whether the material is to be discarded by the legal entity in ownership of the material.
 - If waste: confirm correct EWC code has been applied and consignment-note generation.
 - If not waste: process under normal goods-in procedure.

- Verify haulier waste-carrier licence via accessing Natural Resources Wales/Environment Agency online public register (<https://publicregister.naturalresources.wales/> , <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>)
- PMR Co-ordinator raises PO on D365 and books the delivery in ANPR, entering all mandatory fields.
- Upload supporting documents (PO, HWCN/WTN, licences) to the D365 delivery record.
- Review entry for accuracy and press Save to confirm booking.

Note: Waste will only be accepted on site if there is sufficient capacity at the site to safely store waste in line with the permit and Fire Prevention Plan guidance. If there is not sufficient capacity, no waste will be accepted, and the site will focus on processing the on-site waste before accepting additional loads

- In the case of long-term supply arrangements with clients/suppliers, the above details are only required to be obtained once for each particular waste stream received, except for the quantity of waste, which must be recorded in the Site Diary per individual load and the relevant Duty of Care documentation (Waste Transfer Notes).
- Different waste streams from the same supplier must be accompanied by the above information, should they have a different composition or be derived from a different process to previous wastes received.

5.2 Day-of-Delivery: Verification and Inspection

- Stock Controller checks the Deliveries list for scheduled loads and opens each delivery record.
- Stock Controller verifies the documentation for completeness and compliance.
- If compliant: proceed to Step 3.
- If non-compliant: notify PMR Co-ordinator and BDM.
- PMR Co-ordinator liaises with the supplier to resolve issues.
 - If resolvable ≤ 1 hour → driver waits on site.
 - If > 1 hour → Stock Controller directs to quarantine area or waiting bay.
 - If unresolved → BDM decides to reject or return.

5.3 Weighbridge and Delivery Point

- Driver reports to weighbridge upon arriving at site; initial weight recorded by the weighbridge operator.
- Initial weights are recorded digitally/in the site logbook in 365.
- Stock Controller confirms vehicle and consignment details match those recorded under the pre-acceptance procedure.
- Driver directed to appropriate delivery point following SOP 810.

5.4 Material Inspection

- Upon arriving at the appropriate delivery point, the Local Area Team performs a visual inspection of the load before unloading:
- Trained site staff to
- inspect the incoming waste loads for the following characteristics:

CELEBRATE | COLLECT | INVEST | CURRENCY | SECURE | DISCOVER

- Material matches declared EWC codes
- Materials are correctly labelled, and all containers, packaging and labels are intact
- No foreign or incompatible material visually present in the incoming waste load
- If compliant: proceed to Step 5.6
- If non-compliant:
 - Unloading activities are to be ceased
 - Inform Stock Controller and Co-ordinator of non-compliant load
 - Move load to quarantine area and complete a Waste Rejection Form.

5.5 Acceptance and Final Weighbridge

- Upon confirmation, the material is offloaded at the designated point in SITAD.
- Final weight recorded; Stock Controller signs documentation.
- All signed paperwork scanned and attached to D365 delivery record. Physical paperwork is filled and stored on site for future reference.
- System entry updated and closed.

5.6 Quarantine and Rejection Management

- Non-conforming or non-compliant waste received is to be stored temporarily in the quarantine area
- Non-conforming waste is stored securely in the quarantine area, labelled "Awaiting Investigation."
- PMR Co-ordinator logs the incident in the Waste Rejection Log.
- BDM contacts supplier/hauler to arrange return or authorised disposal.
- Environmental Manager records root cause and details corrective action.

5.7 Record Control and Retention

Document Type	Owner	Retention Period
HWCN / WTN	PMR Co-ordinator	≥ 3 years
Purchase Order / D365 Entry	PMR Co-ordinator	≥ 3 years
Waste Carrier Licence Check	PMR Co-ordinator	≥ 3 years
Waste Rejection / NCR	Stock Controller / BDM	≥ 5 years
ANPR / Delivery Sheet Logs	PMR Co-ordinator	≥ 3 years

5.8 Health, Safety and Environmental Controls

- All drivers must comply with site induction, PPE and traffic rules.
- Spill kits and containment materials are available at each delivery point.
- In the event of a leak or unsafe load, activate the Emergency Response Plan (ISO 14001 Clause 8.2).

- Only trained and authorised staff may accept or reject waste.

5.9 Review, Audit and Continuous Improvement

The SHE Team reviews this procedure every 3 years or after any permit or regulatory change. Internal audits verify documentation, quarantine use and system compliance. Non-conformances are logged, investigated and addressed in the SHE Reporting System.

Appendix A – Permitted Waste Types

Waste Code	Description
16	OTHER WASTES FROM INDUSTRIAL PROCESSES
16 01	waste from end-of-life vehicles and waste from their dismantling and maintenance
6- 16 01 21*	hazardous waste other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14 (including catalytic converters with ceramic fibres and circuit boards)
16 01 22	components not otherwise specified
16 02	waste from electrical and electronic equipment
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12.
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE
19 02	wastes from physio/chemical treatments
19 02 04	premixed waste composed of at least one hazardous substance
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 03	non-ferrous metal
19 12 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
20	MUNICIPAL WASTE
20 01	wastes from separately collected fractions
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
TOTAL	Maximum of 20,000 tonnes per annum