



BioConstruct NewEnergy Ltd

**Flintshire AD Plant
Weighbridge Road
Flintshire
CH5 2LL**

DOCUMENT TITLE: Feedstock Rejection Procedure

DOCUMENT NUMBER: BCNE-PROC-17

REVISION NUMBER: 1.0

IMPLEMENTED: 1st June 2025

LAST REVIEW: 1st April 2026

NEXT REVIEW DATE: 1st April 2027

PAGES: 3

1.0 Objective

To define how non-conforming feedstock is to be quarantined and, if necessary, rejected.

2.0 Scope

This procedure relates to all feedstocks not being accepted onto site, including non-scheduled deliveries, out of specification materials, materials without the appropriate documentation and events where there is no capacity on site to receive the feedstock.

2.0 Responsibility

The **Operations Manager** is responsible for ensuring this procedure is followed at all times.

4.0 Procedure

- 4.1 Identify any feedstocks not complying with the requirements of the ***Feedstock Acceptance Procedure***.
- 4.2 Any feedstock failing to comply with any of the conditions as laid down in the ***Feedstock Acceptance Procedure*** must be immediately isolated. If the feedstock has yet to be offloaded, the delivery vehicle must be held to await decision to offload or reject offload. If the feedstock has been partially or completely offloaded, the **Operations Manager** must coordinate the appropriate response action required and complete an ***Incident Report Form*** accordingly.
- 4.3 The **Operations Manager** must be contacted immediately. He will inspect the quarantined load and decide the sequence of actions to be followed. There is the option for a dry feedstock load to be stored in quarantine area within the Solid Storage Building.
- 4.4 If a feedstock is to be rejected a ***Feedstock Rejection Report*** must be completed.
- 4.5 If feedstock is rejected then the EA are to be notified immediately and a copy of the ***Feedstock Rejection Report*** sent via email to *customersupport@b-ne.uk*. The original is to be retained on site.

- 4.6 The **Operations Manager** must contact the supplier of the feedstock to discuss the concerns and actions taken as a result of the rejection.
- 4.7 Details of all rejected feedstock will be kept in the ***Feedstock Rejection Register***.
- 4.14 Each time a ***Feedstock Rejection Report*** is complete the **Operations Manager** must also complete an ***Incident Report Form*** in order to track corrective and preventive actions.

5.0 Records

The **Operations Manager** must ensure that all records made, along with all documentation associated with feedstock deliveries, are retained by BioConstruct for a period of six years.

6.0 Associated Documents

Feedstock Acceptance Procedure
Feedstock Rejection Record
Feedstock Rejection Register
Incident Report Form