



GLJ Recycling Ltd

Permit application supporting documents

5 - Management Systems and Operator Competence

22 August 2019

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1 Management systems

1.1 Summary of management system

GLJ Recycling Ltd implements an environmental management system developed in accordance with the new ISO14001:2015 standard. This is based on the PLAN – DO – CHECK – ACT (PDCA) model of process management and continuous improvement. It is structured as follows:

Table 1: GLJ Recycling Ltd management system structure

Document reference	Document name	Doc Type
<i>PLANNING</i>		
EMS1.1	Environmental Policy	Po
EMS1.2	Organisational Structure and Context	Rep
<i>EMS1.2.1</i>	<i>Register of Interested Parties</i>	<i>Rec</i>
EMS2.1	Environmental Manual (this document)	Rep
EMS2.2	Determination of Compliance Obligations	Pr
<i>EMS2.2.1</i>	<i>Register of Legal and Other Compliance Obligations</i>	<i>Rec</i>
EMS2.3	Identification of Significant Environmental Aspects	Pr
<i>EMS2.3.1</i>	<i>Register of Environmental Aspects</i>	<i>Rec</i>
<i>EMS2.3.2</i>	<i>Environmental Risk Assessment</i>	RA
EMS2.4	Identification of Threats and Opportunities to the Company	Pr
EMS3.1	Managing the quality of water discharged to rivers and sewers	Pr
EMS3.2	Operation and maintenance of diesel generators and on-site plant	Pr
EMS3.3	Operation and maintenance of site and road vehicles	Pr
EMS3.4	Managing the impact of offices and site buildings	Pr
EMS3.5	Handling and storage of potentially polluting liquids	Pr
<i>EMS3.5.1</i>	<i>Secondary containment checklist</i>	<i>Rec</i>
EMS3.6	Disposing of waste from company activities	Pr
<i>EMS3.6.1</i>	<i>Waste inventory</i>	<i>Rec</i>
<i>EMS3.6.2</i>	<i>Standard company waste transfer note</i>	<i>Rec</i>
<i>EMS3.6.3</i>	<i>Standard company hazardous waste consignment note</i>	<i>Rec</i>
EMS3.7	Using water during company activities	Pr
EMS3.8	Material handling and processing	Pr
EMS3.9	Managing fire risk	Pr
EMS3.10	Installation and maintenance of engineered site surfaces	Pr
EMS3.11	Acceptance and recording of incoming wastes	Pr
EMS3.12	Receiving, storing and depolluting end-of-life motor vehicles	Pr
EMS3.13	Receiving, storing and handling waste electrical and electronic equipment and waste batteries	Pr
EMS3.14	Receiving, storing and handling other hazardous wastes	Pr
EMS3.15	Carrying out in-house assessments of off-site odour, dust and noise impacts	Pr
<i>EMS3.15.1</i>	<i>Odour Assessment Form</i>	<i>Rec</i>
<i>EMS3.15.2</i>	<i>Dust Assessment Form</i>	<i>Rec</i>
<i>EMS3.15.3</i>	<i>Noise Assessment Form</i>	<i>Rec</i>

EMS3.16	Ensuring the retention and correct submission of required information to stakeholders	Pr
<i>EMS3.16.1</i>	<i>Schedule of information retention and submission requirements</i>	Rec
<i>EMS3.16.2</i>	<i>Diary of information submission dates</i>	Rec
EMS3.17	Maintenance of the site condition report	Pr
EMS3.17.1	Site Condition Report	Rep
EMS3.18	Managing environmental accidents	Pr
EMS3.19	Management of Change	Pr
<i>EMS3.19.1</i>	<i>Site Log Sheet</i>	Rec
IMPLEMENTATION AND OPERATION		
EMS4.1	Identifying Training Needs	Pr
<i>EMS4.1.1</i>	<i>Training Needs Assessment Register</i>	Rec
<i>EMS4.1.2</i>	<i>Record of Training</i>	Rec
<i>EMS5.1.1</i>	<i>Environmental Accident Investigation Form</i>	Rec
<i>EMS5.1.2</i>	<i>Emergency Contact Details</i>	Rec
EMS5.2	Flood Plan	Pr
<i>EMS5.3.1</i>	<i>Drainage Plan</i>	Rec
CHECKING AND CORRECTIVE ACTION		
EMS6.1	Non-conformity and Corrective Action	Pr
<i>EMS6.1.1</i>	<i>Corrective action tracking log</i>	Rec
EMS6.2	Handling Complaints	Pr
<i>EMS6.2.1</i>	<i>Complaint record form</i>	Rec
EMS6.3	Monitoring and measurement	Pr
EMS7.1	Document Control	Pr
<i>EMS7.1.1</i>	<i>Document Control Register</i>	Rec
<i>EMS7.1.2</i>	<i>Template Procedure – Portrait</i>	Rec
<i>EMS7.1.3</i>	<i>Template Procedure – Landscape</i>	Rec
EMS8.1	Conducting internal audits	Pr
<i>EMS8.1.1</i>	<i>Audit Plan Template</i>	Rec
<i>EMS8.1.2</i>	<i>Generic Audit Checklist</i>	Rec
<i>EMS8.1.3</i>	<i>Audit Report Template</i>	Rec
REVIEW AND CONTINUAL IMPROVEMENT		
EMS9.1	Management Review	Pr
<i>EMS9.1.1</i>	<i>Standard Management Review Agenda</i>	Rec
<i>EMS9.1.2</i>	<i>Standard Management Review Minutes Agenda</i>	Rec
EMS10.1	Objectives and Targets	Pr
<i>EMS10.1.1</i>	<i>Record of Objectives and Targets</i>	Rec

Document Type codes: **Policy**, **Procedure**, **Risk Assessment**, **Record**, **Report**,

1.2 Deviation from SGN 5.06

Question 1 of Appendix 4 of application form part C4 requests details of deviations from section 2.1.1 of SGN 5.06.

The only hazardous wastes authorised for acceptance for the activities that are subject to this environmental permit application are waste batteries.

The relevant section of SGN 5.06 is written principally for sites accepting hazardous chemicals for treatment, hence the requirements for rigorous pre-acceptance checks and

understanding of associated hazards. Waste batteries are not to be treated on site, with GLJ Recycling Ltd solely collects this waste, which tends to be predominantly lead-acid batteries from motor vehicles, pending onward transfer to an authorised recycler. SGN5.06 does not allow for walk-up trade from members of the public who are seeking to legitimately dispose of this hazardous waste. Where batteries are delivered from the motor trade, visual assessment of the waste is made in accordance with the acceptance and handling procedure detailed in Section 2.4 of *Report 4: Technical Summary*.

2 Operator competence

2.1 Technical Competence

Gareth Jones is the technically competent manager at the site. Mr Jones has been deemed competent by the Environment Agency. A copy of Mr Jones's Continuing Competence certificates (covering Metal Recycling Sites, End-of-Life Vehicles and WEEE) Can be found in Appendix A

In addition there is currently another manager completing his WAMITAB certification.

2.2 Financial Competence

There are no issues relating to financial competence that are considered to impact upon this application.

2.3 Relevant Convictions

No person relevant to this application has been convicted of any relevant offence as listed in published guidance.

APPENDICES

A. Gareth Jones - Certificates

Figure 1: WAMITAB Continuing Competence Certificate – Gareth Jones



Continuing Competence Certificate

This certificate confirms that

Gareth Jones

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 19/02/2019

TSNH	Transfer - Non Hazardous Waste
MRS	Metal Recycling Sites
ELV	End-of-Life Vehicles

Expiry Date:
19/02/2021

Verification date: 12/02/2019

Authorised:

Handwritten signature of Gareth Jones in black ink.

WAMITAB Chief Executive Officer

Learner ID: 105923

Certificate No.: 5139209

Date of Issue: 19/02/2019

Handwritten signature of the CIWM Executive Director in black ink.

CIWM Executive Director



The Chartered Institution
of Wastes Management



00131037



Continuing Competence Certificate

This certificate confirms that

Gareth Jones

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 25/03/2019

WEEE Waste Electrical and Electronic Equipment

Expiry Date:
25/03/2021

Verification date: 21/03/2019

Authorised:

Learner ID: 105923

Certificate No.: 5140741

Date of Issue: 25/03/2019

A handwritten signature in black ink, appearing to read "Gareth Jones".

WAMITAB Chief Executive Officer

A handwritten signature in black ink, appearing to read "C. Murphy".

CIWM Executive Director



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