



# **GLJ Recycling Ltd**

## **Permit application supporting documents**

### **5 - Management Systems and Operator Competence**

22 August 2019

# Issue and Revision Record

| Revision | Date       | Originator | Approver | Description                 |
|----------|------------|------------|----------|-----------------------------|
| 1        | 22/08/2019 | M.tuckey   | G Davies | Issued to client for review |

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**Information class: Standard**

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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 |
|--------------------|---|----------|
| <b>PLANNING</b>    |   |          |
| EMS1.1             | Environmental Policy  | Po       |
| EMS1.2             | Organisational Structure and Context  | Rep      |
| EMS1.2.1           | <i>Register of Interested Parties</i>   | Rec      |
| EMS2.1             | Environmental Manual (this document)  | Rep      |
| EMS2.2             | Determination of Compliance Obligations   | Pr       |
| EMS2.2.1           | <i>Register of Legal and Other Compliance Obligations</i>                                     | Rec      |
| EMS2.3             | Identification of Significant Environmental Aspects   | Pr       |
| EMS2.3.1           | <i>Register of Environmental Aspects</i>  | Rec      |
| EMS2.3.2           | <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       |
| EMS3.5.1           | <i>Secondary containment checklist</i>  | Rec      |
| EMS3.6             | Disposing of waste from company activities  | Pr       |
| EMS3.6.1           | <i>Waste inventory</i>  | Rec      |
| EMS3.6.2           | <i>Standard company waste transfer note</i>   | Rec      |
| EMS3.6.3           | <i>Standard company hazardous waste consignment note</i>                                      | Rec      |
| 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       |
| EMS3.15.1          | <i>Odour Assessment Form</i>  | Rec      |
| EMS3.15.2          | <i>Dust Assessment Form</i>   | Rec      |
| EMS3.15.3          | <i>Noise Assessment Form</i>  | Rec      |

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

Learner ID: 105923

Certificate No.: 5139209

Date of Issue: 19/02/2019

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



The Chartered Institution  
of Wastes Management



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## 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 "G. Jones".

WAMITAB Chief Executive Officer

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

CIWM Executive Director



The Chartered Institution  
of Wastes Management



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