



Planned Preventative Maintenance Regime

Telehandler – JCB

Operator to perform daily checks of Telehandler in line with the instructions on ISO form 0514 and record any defect on check sheet (ISO Form 0514). This is then reported to the Line Manager (Senior Chemist / Site Manager). Any defects found are then reported to the hirer of the Telehandler for repair. The daily check sheets are stored in hard copy format within file `Telehandler pre use checks, in Transport Managers desk.

Defects found, which may have a potential environmental or safety risk will result in the Telehandler being prohibited from use until such faults are rectified. As per ISO form 0514 remove the keys and place “Do not use” sign.

The Telehandler is maintained by Holt JCB on a service schedule per 500 hours use and all services are recorded by the Transfer Station Manager and stored in P:Drive > Transport folder under JCB service sheets.

Can Crusher

Operator to perform daily checks of can crusher in line with the instructions on ISO form 0515 and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair. The daily check sheets are stored in hard copy format within file `Can crusher pre use checks`.

Defects found, which may have a potential environmental or safety risk will result in the Crusher being prohibited from use until such faults are rectified. Isolate and disconnect power supply.

The Crusher is maintained by FWM Engineering on a 12 month service schedule and all services are scheduled and recorded by Engineering using the Inspire system.

Condition and Integrity of the Impermeable Concrete Hardstanding

Operator to perform weekly checks of impermeable concrete hardstanding and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair. The check sheets are stored in hard copy format within file `Facility checks`.

Defects found, which may have a potential environmental or safety risk will result in the area being prohibited from use until such faults are rectified.



Condition and Integrity of Buildings, Fencing and Security Gates

Operator to perform weekly checks the site buildings, fences and gates and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair to ensure their continued integrity. Any repairs will be made by the end of the working day. If this is not possible, suitable measures will be taken to prevent any unauthorised access to the site and permanent repairs will be affected as soon as practicable;

The check sheets are stored in hard copy format within file `Facility checks`.

Condition and Integrity of Drainage Arrangements

Operator to perform weekly checks to inspect the condition and integrity of drainage arrangements and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair. Specialist contractors will be appointed where necessary.

The check sheets are stored in hard copy format within file `Facility checks`.

Condition and Operation of Site Security Measures (e.g. CCTV)

Operator to perform weekly checks the condition and operation of site security measures and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair. Specialist security contractor will attend site to undertake any repairs or software updates as appropriate.

The check sheets are stored in hard copy format within file `Facility checks`.

Condition and Integrity of Storage Bays and Bunding

Operator to perform weekly checks the condition and integrity of storage bays and bunding and record any defect on check sheet (ISO Form 0524). This is then reported to the Line Manager (Transfer Station Manager).

Any defects found are then reported to the FWM Engineering team for repair.



Bunding will be inspected to ensure continued integrity. If bunds need emptying of rainwater, this will be undertaken as part of the inspection.

The check sheets are stored in hard copy format within file `Facility checks`.

Defects found, which may have a potential environmental or safety risk will result in the area being prohibited from use until such faults are rectified.

This procedure will also be repeated on emptying of bays for outbound waste movements.

Approved (Chief Operations Officer):

I have read and understood the above document (Operator):