



**Garth Farm
Efail Isaf,
Pontypridd,
Mid Glamorgan
CF38 1SN**

QUALITY MANAGEMENT SYSTEM

**For activities regarding road transport and waste recovery for derived
material from Inert Construction Waste**

Reference Number RJPH WAST-002A QMS

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1.0 INTRODUCTION

This document details the method to be adopted and the control measures to be implemented for the recovery and treatment procedures to produce aggregate from “Inert” construction wastes at Garth Isaf Farm, CF38 1SN, by Ryan Jones Plant Hire Ltd. (RJPH). This document is based on the WRAP¹ “Quality Protocol for the production of aggregates from “Inert” construction waste”, further complemented by the Factory Production Control Annexes of the European Standards on Aggregates, However, as the products are for bespoke use in the construction of fills and drainage works etc. on the Garth Isaf site, the WRAP protocol is used as a ‘best practice’ procedure guide. It is considered a sensible approach to base the Quality Management System based on WRAP Protocol and, as detailed in this document, for there to be less emphasis on the geotechnical requirements (durability etc) unless than would normally be expected from a waste transfer station since the material is destined for only re-use on-site. The testing criteria for use as a material linked to the Specification for Highways for relevant testing criteria is included within RJPH WAST 003 – Specification for the Works.

This document therefore serves as the Quality Management System for the controls required to produce materials from inert construction waste to ensure compliance with waste management regulations and provide evidence that the waste has been recovered to become non-waste and is therefore suitable for general filling/drainage purposes.

This Quality Management System sets out in detail the process of material selection pre-delivery to site and the treatment process to recover the waste into non-waste. It forms part of a suite of documents relevant to waste recovery at Garth Isaf Farm, CF38 1SN and therefore should be read in conjunction with

RJPH WAST 001 –	Waste Recovery Plan
RJPH WAST 002 –	Construction Quality Assurance Plan
RJPHWAST 002A –	Quality Management System
RJPH WAST 003 –	Specification for the Works
RJPH WAST 004 –	Site Condition Report (including Historical Fill)
RJPH WAST 005 –	Environmental Action Plan

¹ WRAP

Waste & Resources Action Programme

2.0 MANAGEMENT AND STAFF RESPONSIBILITIES

2.1 The Management

The management of RJPH have the responsibility for introducing and maintaining the Quality Management System (QMS), including defining and ensuring the communication of a suitable Quality Policy and related Quality Objectives.

2.1.1 Project Meetings

Project meetings will be held at various levels as follows:

- By senior management monthly, or at intervals to be determined by workload and progress etc., to discuss and record operational progress, problems, test results, maintenance issues, review of test procedures, feedback from overseeing bodies such as NRW², innovations, NCR's³ and best practice updates etc. Attendees at such meetings may include all or some of the following:

Quality Manager (QM)

Production Team Leader (PTL)

Operatives

Administration Support.

- By operations staff daily, or at intervals to be determined by workload and progress etc., to report and discuss the production activities planned or ongoing, with attendance by all or some of the following

PTL

Operatives

Administration Support.

The above is effectively a daily pre-start meeting for upcoming day to day activities, health and safety, inductions etc. will be controlled by the PTL.

² NRW Natural Resources Wales

³ NCR Non-Conformance Report

Further meetings may be arranged at the QM's discretion, but records are kept of all management meetings.

2.1.2 Quality Bulletins and Best Practice (Innovations)

Either as a result of the review meetings (or from NCR's) Quality Bulletins will be issued to inform all staff of any changes/amendments or modifications to the operating procedures.

2.1.3 Research and Development

Review of latest technical papers and technology is undertaken by the QM to keep abreast of the latest information available on recycling technology. This is achieved by such activities as internet searches, affiliations with recycling trade bodies and other stakeholders. The QM will determine if Tool Box Talks are required for staff.

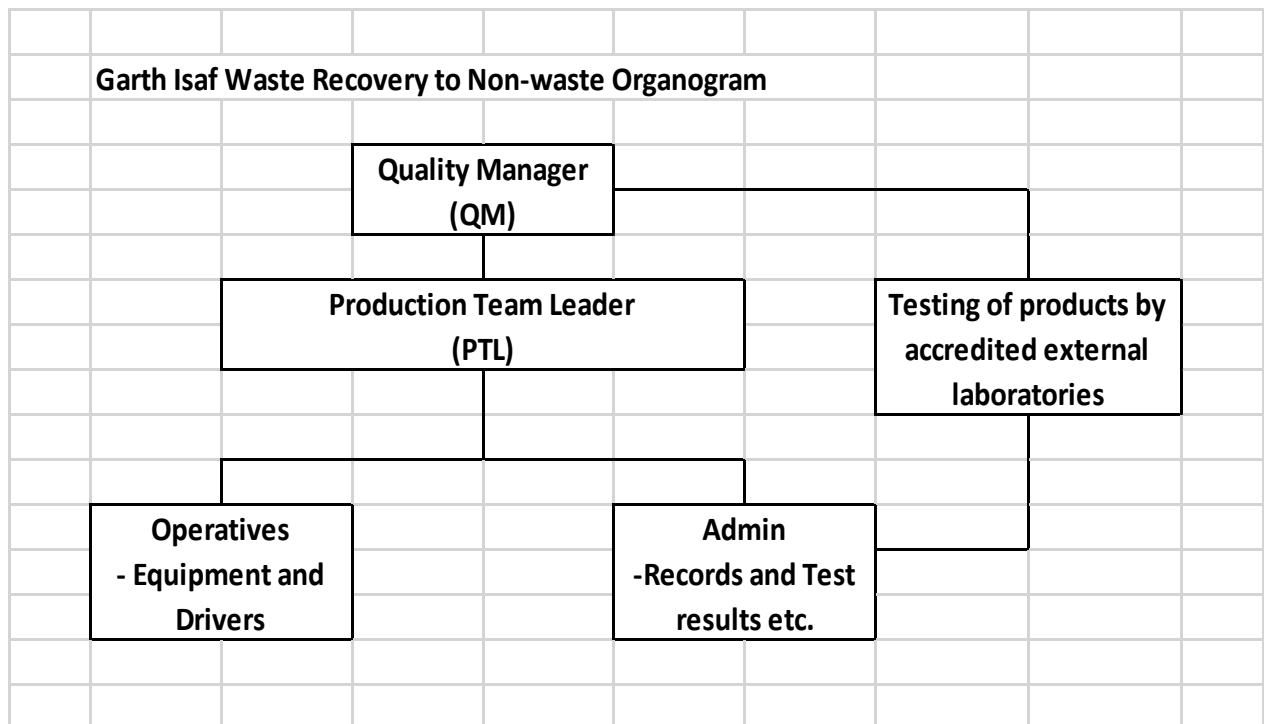
2.2 Staff

All operatives and staff must adhere to the QMS procedures detailed in later sections and are responsible for the day to day implementation of the QMS. These procedures clearly identify responsibilities and tasks for each relevant stage of the production process.

Staff performing work which directly affects product quality are adequately trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.

The QM is responsible for all training, and detailed training records are held for everyone by RJPB personnel section.

2.3 Organogram



2.4 Plant and Equipment (Examples)



Crushing and Screening



Aggregate Handling



Soil Handling

3.0 RESOURCE MANAGEMENT

3.1 People

3.1.1 Quality Manager – Overall responsibility for the waste recovery, including treatment of waste to become non-waste, including, but not necessarily limited to, the following:

- Pre-approval of waste for intake into Garth Isaf
- Planning and management of operations and quality control.
- Health, Safety and Environment
- Training of staff
- Holding of Review Meetings
- Plant maintenance schedule
- Testing of products and release as recovered Non-waste materials
- NCR investigation & instigation of any relevant actions

3.1.2 Production Team Leader – Management of recovery and treatment operations on a day to day basis, including, but necessarily limited to, the following:

- Health, Safety and Environment
- Acceptance and receipt of waste materials
- Categorisation
- Re-inspection and stockpiling of materials
- Production
- Finished product storage
- Maintaining records for return to office.
- Supervising Operatives
- Managing maintenance and repairs of equipment

3.1.3 Testing – By suitably accredited UKAS laboratory.

3.1.4 Operatives – Activities as directed by PTL for the operation of plant and equipment etc.

3.1.5 Administration Support – Responsible for maintaining and archiving records, minutes of meetings etc.

3.2 Suppliers

Waste to be recovered or treated at Garth Isaf will be primarily from RJPH activities, however, waste from other supply chain partners will be accepted subject to the QMS protocols being applied. Any inert waste for recovery or treatment must be transferred under Waste Transfer Notes as per Duty of Care Regulations.

All RJPH drivers and operatives receive an induction into the identification of acceptable and unacceptable wastes, by visual and olfactory inspection, to be delivered and action to be taken for non-conforming waste.

Should it occur that unacceptable inert waste is delivered to the recycling facility, this material will be quarantined and stored in accordance with the incoming waste procedure for subsequent testing and possible removal to a suitably licensed facility.

3.3 Plant, Equipment and Storage Areas

3.3.1 Plant, Equipment - Equipment will generally be in-house supplied. Equipment is subject to a regular inspection and maintenance schedule to ensure good working order and that staff can operate safely and efficiently to the quality requirements. A schedule of such maintenance and testing to demonstrate that equipment is compliant is held in RJPH offices.

3.3.2 Storage Areas - Storage areas for goods such as input materials, equipment and products are identified to ensure that such goods are stored to prevent contamination and deterioration and can be maintained in accordance with regulatory requirements. Storage areas are to be sited to avoid risks of pollution or creating any risks to the environment. Temporary works such as bunds, grips or channels may be constructed as required to control any surface water run-off to avoid risks to the environment.

4.0 METHOD STATEMENT OF PRODUCTION

4.1 Waste accepted for processing – Under the SR2010No11 permit and Deployment, the following wastes can be treated under Table 2.2 - Waste Types (as listed in the European Waste Catalogue (EWC))⁴.

Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	WASTES FROM THERMAL PROCESSES
10 01	waste from power stations and other combustion plants
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 12	wastes from manufacture of ceramic goods, brick, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster products and articles and products made from them
10 13 14	waste concrete only
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood

⁴ The EWC has been replaced by the List of Wastes however, references have been retained where relevant to permits etc.

17 02 02	glass
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings only (other than those containing coal tar) only
17 05	soil (including excavated soil from contaminated sites) stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05	soil (including excavated soil from contaminated sites) stones and dredging spoil (Continued)
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum based construction material
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM
7 08 02	gypsum based construction materials other than those mentioned in 17 08 01
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION / INDUSTRIAL WASTE
19 05	wastes from aerobic treatment of solid waste
19 05 03	compost from source segregated biodegradable waste only
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from de-sanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludge's from water clarification
19 12	wastes from the mechanical treatment of wastes
19 12 05	clean crushed glass only
19 12 09	minerals (for example sand, stones)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludge's from soil remediation other than those mentioned in 19 13 03
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPERATELY COLLECTED FRACTIONS
20 02	garden and park wastes
20 02 02	soil and stones

Exclusions

Wastes having any of the following characteristics shall not be accepted:

- Consisting solely or mainly of dusts, powders or loose fibres
- Hazardous wastes
- Wastes in liquid form

4.2 Waste accepted for processing into aggregates – Notwithstanding the above, the following schedule identifies waste types listed in the WRAP “Aggregates from inert waste” document as acceptable for treatment to produce recycled aggregates.

Appendix C: Wastes considered to be inert waste for the purpose of this Quality Protocol and to be acceptable for the production of recycled aggregates

Table C1: Acceptable inert waste input materials

Wastes from physical and chemical processing of non-metalliferous minerals

Type and exclusions	Waste code
Waste gravel and crushed rocks other than those mentioned in 01 04 07 May include excavation from mineral workings.	01 04 08
Waste sand and clays Waste sand only. Must not include contaminated sand.	01 04 09

Wastes from manufacture of glass and glass products

Type and restrictions	Waste code
Waste glass-based fibrous materials Allowed only if: Wastes without organic binders	10 11 03

Packaging (including separately collected municipal packaging waste)

Type and restrictions	Waste code
Glass packaging	15 01 07

Construction and demolition waste – concrete, bricks, tiles and ceramics

Type and restrictions	Waste code
Concrete Must not include concrete slurry.	17 01 01
Bricks	17 01 02
Tiles and ceramics	17 01 03
Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	17 01 07

Construction and demolition waste – wood, glass and plastic

Type and restrictions	Waste code
Glass Must not include fibreglass or glass fibre.	17 02 02

Construction and demolition waste – bituminous mixtures, coal tar and tarred products

Type and restrictions	Waste code
Bituminous mixtures other than those mentioned in 17 03 01	17 03 02
<p>Allowed only if: Bituminous mixtures from the repair and refurbishment of the asphalt layers of roads and other paved areas (excluding bituminous mixtures containing coal tar and classified as waste code 17 03 01). Must not include coal tar or tarred products. Must not include freshly mixed bituminous mixtures.</p>	

Construction and demolition waste – soil (including excavated soil from contaminated sites), stones and dredging spoil

Type and restrictions	Waste code
Soil and stones other than those mentioned in 17 05 03	17 05 04
Must not contain any contaminated soil or stone from contaminated sites.	
Dredging spoil other than those mentioned in 17 05 05	17 05 06
<p>Allowed only if: Inert aggregate from dredgings. Must not contain contaminated dredgings. Must not contain fines.</p>	
Track ballast other than those mentioned in 17 05 07	17 05 08
<p>Allowed only if: Does not contain soil and stones from contaminated sites.</p>	

Construction and demolition waste – other construction and demolition wastes

Type and restrictions	Waste code
Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	17 09 04
<p>Allowed only if: The waste is generated from utilities trenchings. The waste consists of sub base aggregates i.e. granular material. The waste contains only materials that would be described by entries 17 01 01, 17 03 02 and 17 05 04 in this appendix if the waste was not mixed.</p>	

Wastes from the mechanical treatment of waste not otherwise specified (for example sorting, crushing, compacting, pelletising)

Type and restrictions	Waste code
Glass Does not include glass from cathode ray tubes.	19 12 05
Minerals (for example sand, stones) Must not contain contaminated concrete, bricks, tiles, sand, stone or gypsum from recovered plasterboard.	19 12 09

Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions

Type and restrictions	Waste code
Glass Must not include fibreglass.	20 01 02
Garden and park wastes (including cemetery waste) – soil and stones Must not contain contaminated stones from garden and parks waste.	20 02 02

4.3 Aggregates to be produced from inert waste – One of the core principles to deliver the scheme at Garth Isaf is to use inert waste by recovery or treatment to provide as much of the materials as possible. Under the WRAP protocol, *Table B1: Standards, specifications and quality controls for the use of aggregates*, various categories of unbound recycled aggregates are given.

However, the WRAP protocol is formulated for the commercial market that in the case of Garth Isaf Farm is not applicable as the aggregate is being produced only to replace non-waste within the works and therefore the specification requirement for material properties is generally limited to grading only. This is because the source material will have already been tested pre-delivery and confirmed as inert material, with no risk to the environment, and therefore is considered fit for purpose, ignoring other commercial product requirements in the WRAP protocol/other standard specifications.

As such, the target aggregates to be produced at Garth Isaf Farm are, inter alia, as follows, however, the schedules are not to be viewed as definitive as requirements may vary with design, design changes and variations, waste availability etc. Materials and processes to ensure that the works remain within the acceptable limits of the design criteria are set out in the Specification.

FROM SPECIFICATION FOR HIGHWAY WORKS - SERIES 500 DRAINAGE AND SERVICE DUCTS (UNLESS STATED OTHERWISE)

Class	General Material Description	Typical Use
A	Well graded granular material, 0/20mm	Drainage
B	Well graded granular material, 20/40mm	Drainage
C*	Well graded granular material, 40/80mm	Drainage
D*	Well graded granular material, 80/150mm	Drainage

* Non-waste product equivalent

FROM SPECIFICATION FOR HIGHWAY WORKS - SERIES 600 EARTHWORKS

GENERAL GRANULAR FILL

Class	General Material Description	Typical Use
1A	Well graded granular material	General Fill
1B	Uniformly graded granular fill	General Fill
1C	Coarse granular material	General Fill
2A	Wet cohesive material	General Fill
2B	Dry cohesive material	General Fill
2C	Stony cohesive material	General Fill

SELECTED GRANULAR FILL

Class	General Material Description	Typical Use
6A	Selected well graded granular material	Below water
6B	Selected coarse granular material	Starter layer
6C	Selected uniformly graded granular material	Starter layer
6F1	Selected granular material (fine grading)	Capping
6F2	Selected granular fill (coarse grading)	Capping
6F3	Selected granular material	Capping
6F4	Selected granular material (fine grading) imported onto site	Capping
6F5	Selected granular material (coarse grading) imported onto site	Capping
6G	Selected granular material	Gabion filling
6N	Selected well graded granular material	Fill to structures
6P	Selected granular material	Fill to structures
6Q	Selected granular material	Fill to structures

MISCELLANEOUS FILL

Class	General Material Description	Typical Use
8	Class 1, Class 2 or Class 3 material	Lower trench fill

4.4 Processes used

Flowcharts are included to illustrate the processes used in all RJPH recycling operations. Refer to R003 for definition of Waste Coarse and Waste Other.

Chart Nr 01 Receipt of Waste and Categorisation

- R001 Incoming Waste and Categorisation
- R002 Receipt of Waste Materials
- R003 Categorisation
- R004 Re-inspecting and Stockpiling

Chart Nr 02 “COARSE” Waste Process

- R005 Production
- R006 Finished Products

Chart Nr 03 “OTHER” Waste Process

- R005 Production
- R006 Finished Products

5.0 FACTORY PRODUCTION CONTROL

5.1 The Factory Production Control (FPC) - is defined in the Construction Products Directive as a control system to be introduced by the manufacturers to monitor their production, to ensure that the required product characteristics are achieved and maintained consistently by the output. Every aspect of this control system is documented in the following procedures and is an integral part of this QMS.

FPC Requirements

Organisation	See 3.1 Resource Management – People
Control Procedures	See following procedures R001 – R006
Management of Production	R001 Incoming Waste Materials, R002 Receipt of Waste Materials, R003 Categorisation, R004 Re-inspecting and stockpiling, R005 Production (“COARSE” and “OTHER” waste), R006 Finished Products.
Inspection and testing	See R005 Production R006 Finished products
Control of Non-Conforming products	See R005 Production R006 Finished products
Training of personnel	See 2.0 Management and staff responsibilities

6.0 IMPLEMENTATION OF THE METHOD STATEMENT OF PRODUCTION AND THE FACTORY PRODUCTION CONTROL

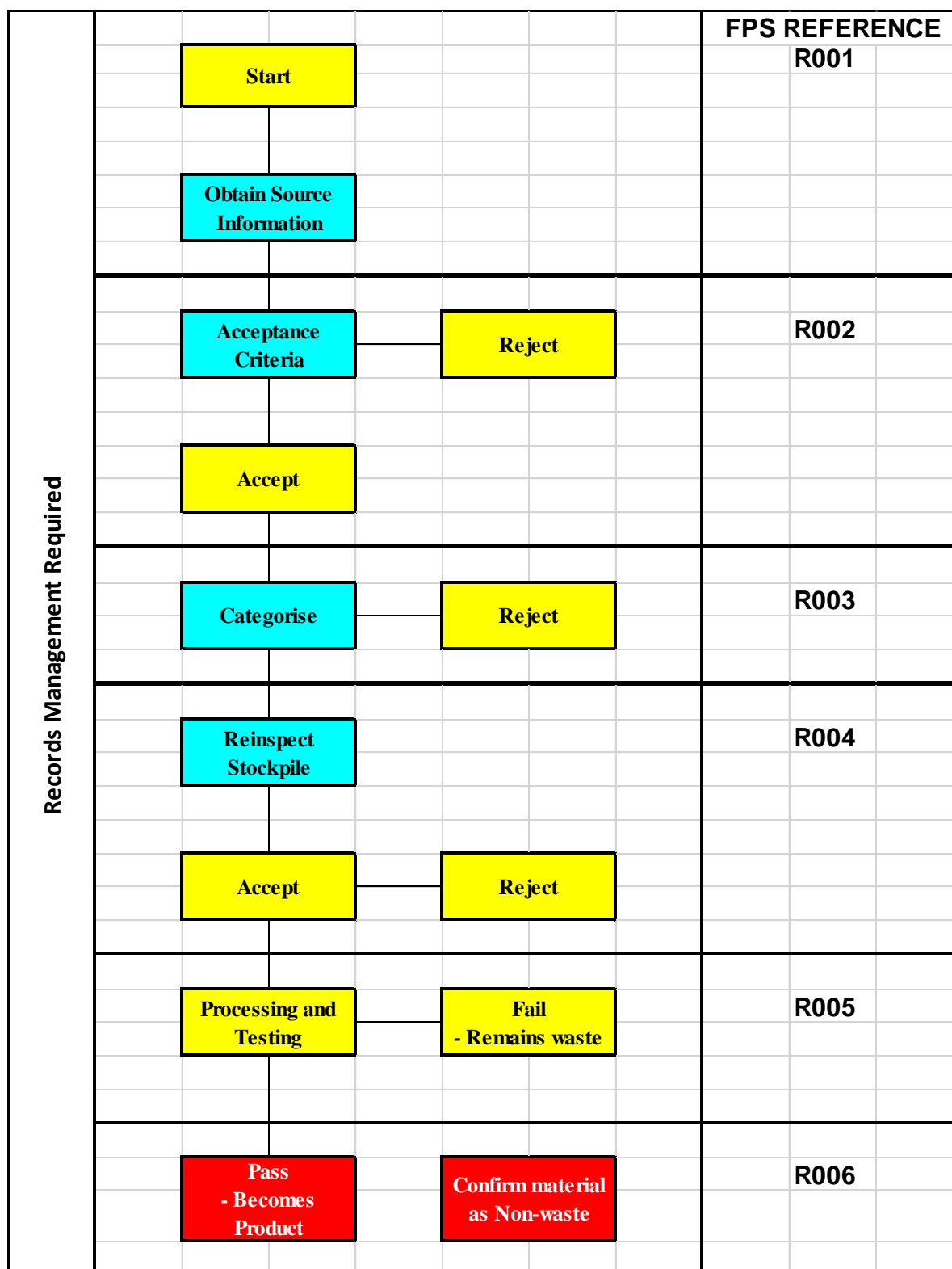
The following procedures deal with the implementation of the principles of quality as they apply to the process for the manufacture of aggregates from waste.

Each single procedure refers to a stage of the following flowcharts. These charts have been based on the flowcharts used in WRAP' Quality protocols.

For each stage of the flowchart a Quality Management System Procedure (QMSP) has been developed. Each procedure contains a reminder of the responsibilities for the actions required and a description of the records to be maintained.

A flow chart of the general activities of treatment of waste to become non-waste is included below, the chart includes reference to relevant section of the FPS and which activities that require records to be kept.

CHART No. 1 – FPS Activities to treat waste into Non-waste



(QMSP) R001 – Incoming Waste Materials

Information to be supplied

Prior to accepting any waste for treatment or recycling, RJPH will require waste producers provide full material reports on the waste, including chemical testing to ensure the waste complies with the EWC categories of Inert, Non-Hazardous or Hazardous⁵. Once such information has been received and reviewed, RJPH will then carry out a desk study to determine whether the waste is acceptable for intake into Garth Isaf or not. RJPH will, when considered necessary by the QM, seek third party guidance on reports to confirm if waste is acceptable at Garth Isaf. Should the waste not be acceptable for Garth Isaf the producer will be informed accordingly. For smaller quantities, generally up to 200 tonnes, a Waste Information Form (WIF) is used as a check to confirm acceptance or rejection of waste before it is brought to site. An example of the RJPH WIF is included as Appendix A

For waste that is accepted for intake into Garth Isaf, RJPH have a regulatory requirement to obtain and maintain certain records on the waste received and its recovery/ or treatment. As all waste materials will be managed by RJPH from collection and/or delivery, information will be obtained from the Waste Transfer Notes (WTN, covered in (QMSP) R002 (Receipt of Waste Materials below) and collated into complete Duty of Care (DoC) records for archiving purposes.

All suppliers will also be required to submit copies of their Waste Carriers License, to be checked by RJPH and kept on file in a central register along with WTN's etc.

Various information regarding the waste is held on the WTN; such as, inter alia, material description, EWC code, waste producer and source, and date. An example of an RJPH Waste Transfer Note is included as Appendix B for reference purposes. While WTN's may vary between carriers, the minimum information requirement must be included in any format.

⁵ No Hazardous Waste is acceptable into Garth Isaf Farm

Responsibilities

The QM is responsible for accepting / rejecting waste for intake into Garth Isaf from the desk study, including where considered necessary, advice from third party advisors. Operators/Drivers are responsible to check waste by olfactory and visual inspections at time of loading/delivery. The PTL is responsible for olfactory and visual checking of material when handling/processing material.

The QM is responsible for confirming the validity of the carrier's licence, ensuring required records are kept etc.

(QMSP) R002 – Receipt of Waste Materials

Collection

When waste has been approved for collection by the QM on behalf of RJPH, drivers will carry out olfactory and visual inspections at time of loading before carrying the waste to Garth Isaf. Should a driver suspect that the waste is not as expected, then he will contact RJPH for directions including the potential rejection of the load at point of loading.

Arrival

When a delivery of waste arrives at Garth Isaf, the PTL will inspect the waste against description on the WTN, checking that all the relevant fields are completed correctly.

He may question the driver on the contents of the load and check by olfactory and visual methods, to be satisfied that the description on the WTN is correct. Once the PTL is satisfied he will direct the driver to tip in the appropriate storage bay (see R003 – Categorisation). Once the load has been tipped the PTL will inspect the load again to ensure it meets the acceptance criteria (see Method Statement of Production – materials accepted for processing), as contaminants may be hidden in the bulk of the load. Should the PTL have any concerns then the matter will be raised with the QM.

Accepted Loads

Accepted loads will be verified by WTN's which are collated under Duty of Care requirements, an example of the RJPH Duty of Care tracker is included as Appendix C.

This tracker requires the following information

- Load Nr
- Day
- Date
- Registration Number of delivering vehicle
- Driver name

- Waste Transfer Note No
- EWC code (waste type)
- Producer (owner of the waste)
- Source (Collection site)
- Receiving Tip
- Soil Report or WIF Reference
- Approximate tonnage received

The WTN are checked daily and applied to the tracker on a regular basis. (Refer also to QMSP R003 Categorisation).

Once the load has been tipped in the correct storage area visible foreign material will be handpicked from the load, and placed in the appropriate skip, for future disposal at a suitably licensed facility or recycling.

Rejections

Loads suspected of being unacceptable at point of delivery at Garth Isaf will either be returned to the waste producer or tipped to a quarantine area for further checks and, if necessary, testing may be carried out to determine the acceptability or not of the waste.

Loads not accompanied by a waste transfer note will be rejected as not compliant with legislation. If a load is not acceptable for processing the driver will be instructed to deliver to the nearest suitably licensed facility. If the load has already been tipped then it will be reloaded, and the driver instructed to deliver to the nearest suitably licensed facility.

(QMSP) R003 - Categorisation

The QM will advise the PTL on the expected consistency of the waste to be delivered to Garth Isaf.

Upon receipt, the PTL has the responsibility to classify the incoming inert waste into the following categories.

COARSE – Where most of material in the inert waste is Artificial Hard Materials such as asphalt, bricks, concrete, macadam, road planings etc. or naturally hard material such as rocks/boulders. This waste forms the primary feed material for crushing to produce aggregate.

OTHER – Mixed materials of mixed size and constituents. This waste forms the primary feed material for screening to produce graded materials for crushing/or fill materials.

SOILS – Majority of waste is soil which can be screened to remove oversize for crushing, with the remainder for use as growing medium or as a base for topsoil to be manufactured by blending with composts etc.

The PTL has overall responsibility for ensuring the waste is tipped in the correct storage area.

(QMSP) R004 Re-inspecting and Stockpiling

From (QMSP) R003 – Categorisation, the PTL has the responsibility to classify the incoming waste material and store in the correct location. During the treatment processes, the PTL has a constant opportunity to monitor the waste being treated, by olfactory and visual inspection, on an ongoing basis. Should the PTL, or any other operative, consider that unacceptable waste is found, then the QM will be notified for possible removal of the waste to a quarantine area for further assessment and/or treatment as required under an NCR.

To avoid the risk of materials over spilling between categories, stockpiles are kept with clear separation distance between them. This should be kept at a minimum of 2m at any toe of stockpile. Signage for various products will be deployed to stockpiles once they have been confirmed as a non-waste.

Conveyor stacking equipment may be deployed to increase distances between stockpiles where considered necessary under best practice for material storage.

(QMSP) R005 - Production

This section of the manual covers the production stage from obtaining the feedstock from the stockpiles and ensuring that the equipment performs as expected.

The following should be read in conjunction with section 4.0 “Method Statement of Production” and relevant flowcharts for the processes involved.

Process Control (Input materials and equipment)

Input materials

The feedstock material needs to be inspected by the PTL before being fed to the process to verify that it has not degraded during storage (e.g. it is too wet because it has been exposed to rain, it has been mixed with other material, etc.)

If the material has become unsuitable for treatment, such as exposure to rain, it should be left to dry and no processing should take place. If it has been mixed with other material, then the PTL will remove it to the storage space allocated for removal to suitably licensed facility and complete an NCR or send it back to the feed stockpile as waste.

Equipment

Feed stockpiles - maintenance and operation

The PTL, is responsible for managing the waste in the feed stockpiles created under (QMSP) R003 – Categorisation, such maintenance may include levelling the wastes into heap steads until such volumes are accumulated to warrant commencing crushing or screening.

3-way Screen

The PTL is responsible to set up the equipment to treat waste to make products. Once the correct internal meshes have been confirmed for target products, screening will be carried out as follows:

Waste to be fed into the screen should be slowly tipped onto the griddle bars. The PTL checks that the waste is being screened correctly by visually examining the material leaving the conveyors. If the PTL considers that the waste is not being screened correctly, and therefore not being treated to create a non-waste, then all stockpiles beneath the conveyor should be placed into an appropriate storage for future re-processing. All screening is to stop until the problem has been rectified when waste treatment can re-commence.

The PTL will manage the discharge from the screening equipment including any removal of the products to separate storage areas etc. Activities to remove unacceptable or undesirable material will be carried out during the treatment process by litter picking, scrap removal etc.

Crusher

While there is no permanent crushing equipment currently on site, such equipment may be hired in on a periodical basis depending on material requirements to deliver the Works. In such instances, unless the equipment has been hired with operators, then the PTL is responsible to set up the equipment to treat waste to the make products. Once the correct jaw openings have been confirmed for target products, crushing will be carried out as follows:

Waste fed into the crusher should be slowly tipped into the feed hopper. The PTL checks that the waste is being crushed correctly by visually examining the material leaving the conveyors. If the PTL considers that the waste is not being treated correctly, then all stockpiles beneath the conveyor should be placed into an appropriate storage bay for future re-processing.

All crushing is to stop until the problem has been rectified when waste treatment can re-commence.

The PTL will manage the discharge from the screening equipment including any removal of the products to separate storage areas etc. Activities to remove unacceptable or undesirable material will be carried out during the treatment process by litter picking, scrap removal etc.

Further Blending

Further Blending will be completed by screening the crushed product using variously sized screens to achieve the desired products. Note that this activity may create a waste that should be treated as per this QMS. Activities to remove unacceptable or undesirable material will be carried out during the treatment process by litter picking, scrap removal etc. for disposal to suitably licensed facilities.

(QMSP) R006 – Finished products

Following the treatment of waste, the products generated by the above processes are tested by an accredited UKAS laboratory. Once test results confirm that the products are acceptable to the standards required, then the waste treatment cycle is complete, and the material has been recovered and becomes a non-waste. Once this occurs, no more material should be added to the product stockpile unless tested and confirmed as a Non-waste. Should uncertified material be added to the Non-waste stockpile then the stockpile will become waste again until re-tested.

For testing undertaken by a UKAS approved laboratory, the QM will co-ordinate and arrange for sampling to be done on site at Garth Isaf. Using the sampling regime as based on the WRAP Protocol, or alternative as agreed by NRW.

Materials and processes to ensure that the works remain within the acceptable limits of the design criteria are set out in the Specification.

Should test results be unsatisfactory, then an NCR will be completed for root cause analysis by the QM (see Appendix D – Non-Conformance Report) and any actions required.

All documentation will be filed by Admin following review by the QM.

Chart Nr 1 - Receipt of waste and categorisation

- R001 Incoming Waste Materials
- R002 Receipt of Waste Materials
- R003 Categorising
- R004 Re-inspecting and Stockpiling

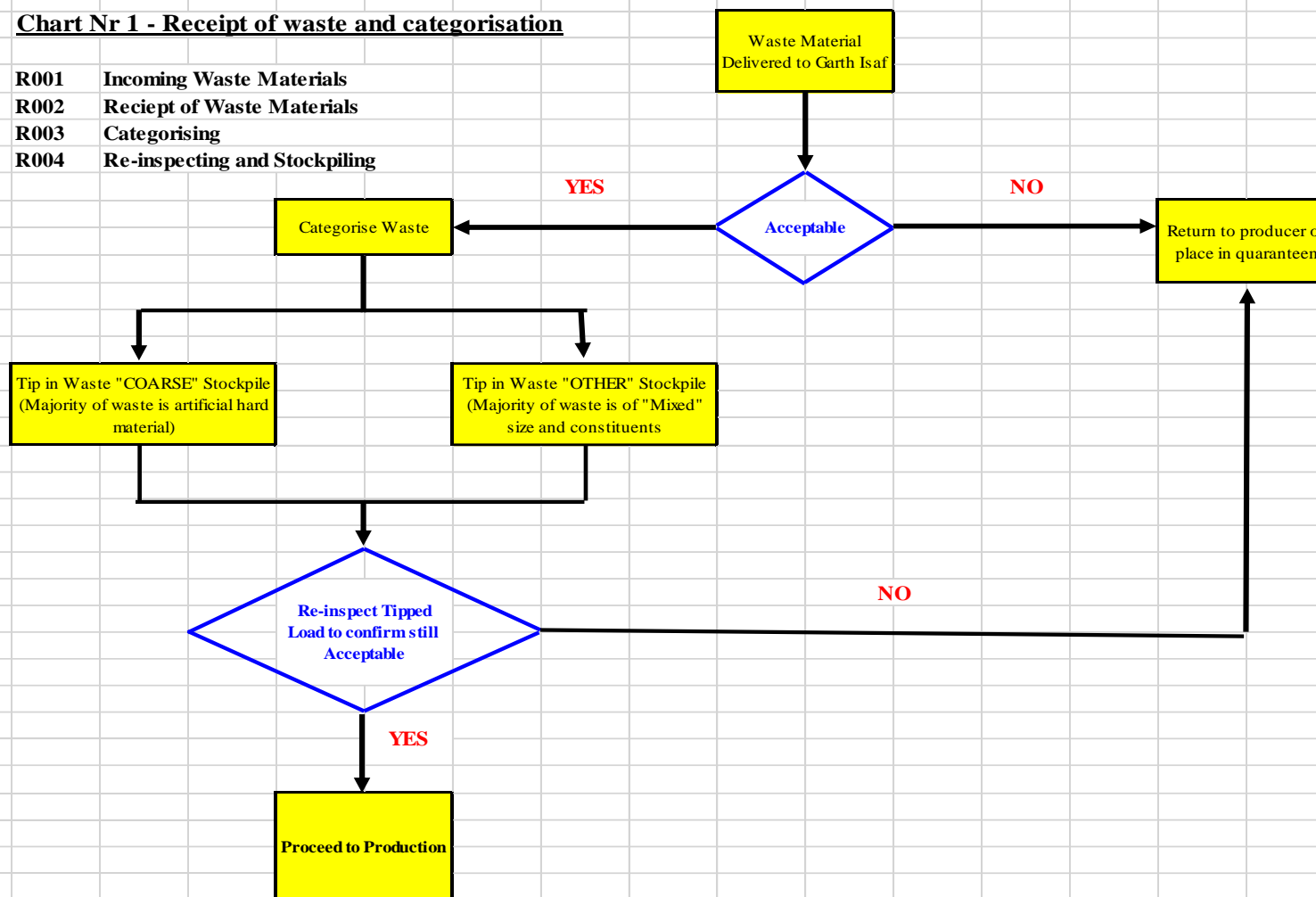


CHART No 2 - "COARSE" Waste Process

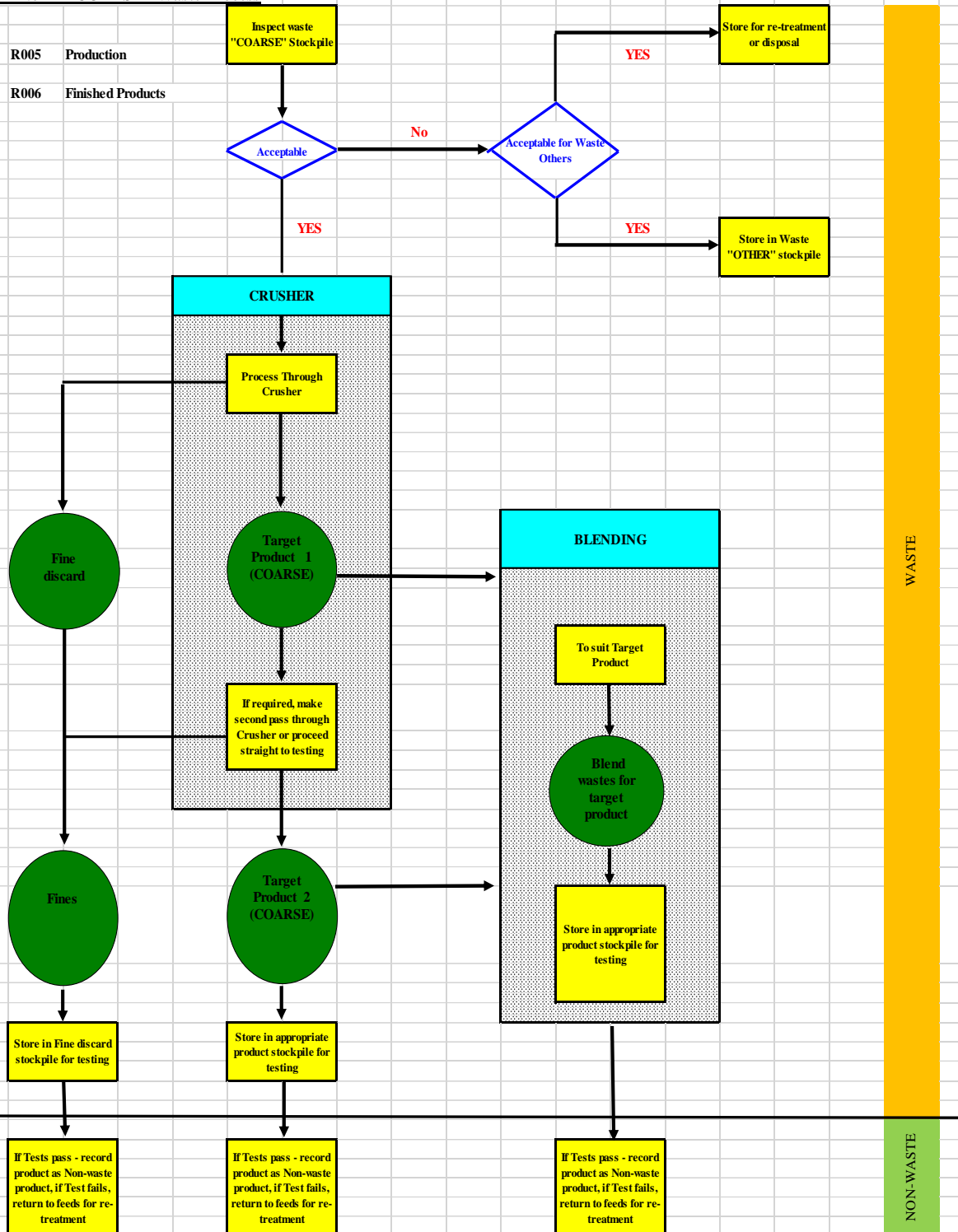
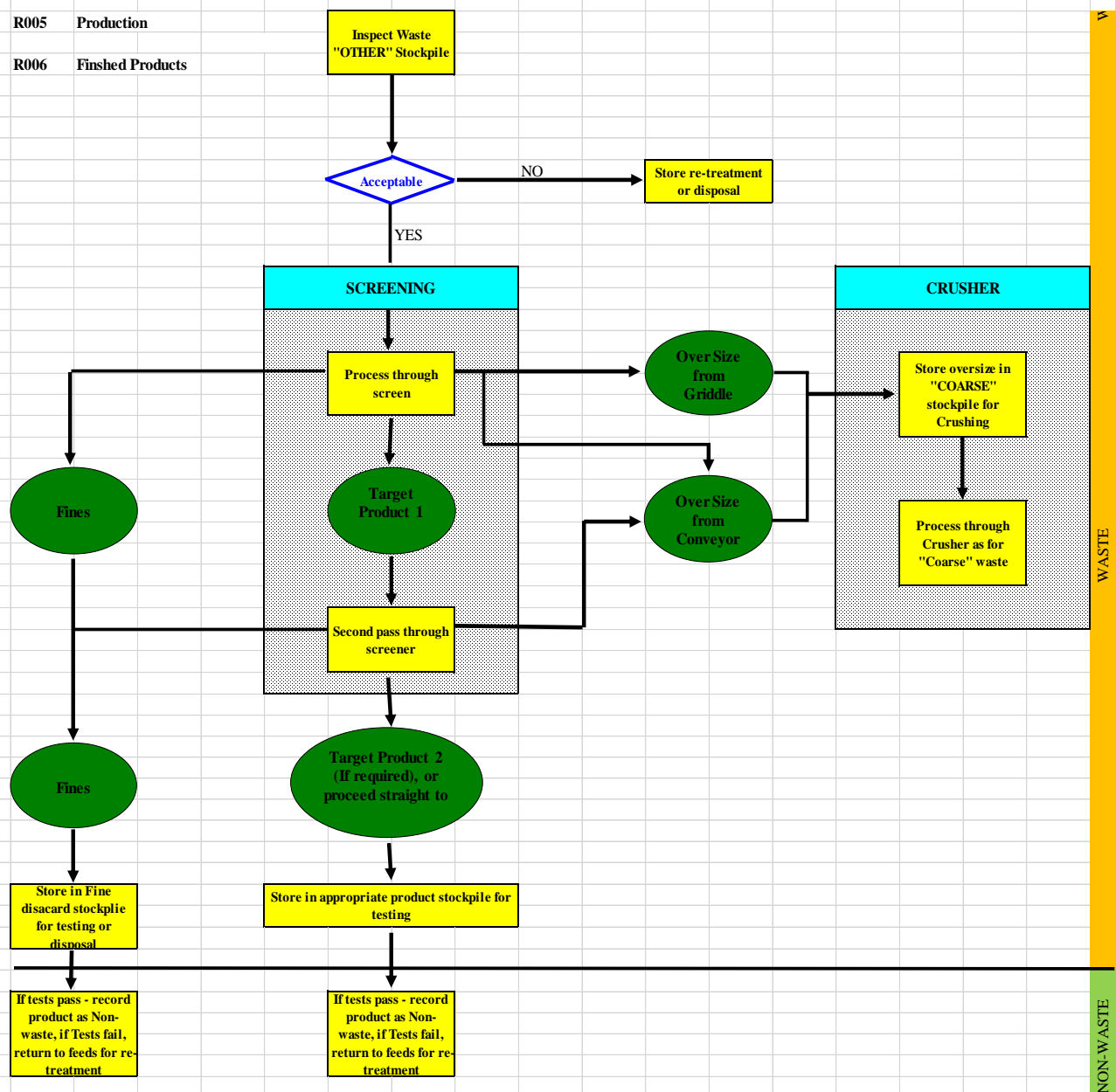


CHART No 3 - "OTHER" Waste Process

R005 Production
R006 Finished Products



QMS APPENDIX A – RJPH WASTE INFORMATION FORM – CURRENT MARCH 2018
1 of 2

Waste Information Form

Please return by email to info@ryanjonesgroup.com

a. Waste Producer: Full Company name: Full Address: Postcode:		Contact Name: Telephone No: Fax No: Email:	
Waste Carrier: Full Company Name: Full Address: Postcode:		Contact Name: Telephone No: Fax No: Email:	
Form completed by (tick as appropriate)		Waste Producer	
b. Estimated volume of waste (delete units as appropriate)		Waste Carrier	
		Loads	
		Tonnes	
		Cu Metres	
Indicate whether estimate is for		Disposal Date (commencement)	
		loose	
		stockpile	
		solid	
c. Full Address of Source of Waste (including postcode): Postcode:			
d. Process from which waste arises: 			
e. SIC Code			
Type of Waste – circle as appropriate			
Inert			
Non-hazardous			
Hazardous			
f. Description and/or composition of Waste: (as detailed as possible)			
LoW Code			
g. For soils - details of existing and/or previous use of site (where known).			
g. For soils - has any invasive plants (knotweed etc.) been found at the source site?			
Don't know			
YES			
NO			
h. Is the waste being generated as a result of Site Decontamination Works?			
Don't know			
YES			
NO			
i. Has a site visit been carried out by RJPH?			
YES			
NO			
j. Are Chemical Analyses available?			
YES			
NO			
k. Proposed Disposal Site			
GARTH ISAF FARM			
CF38 1SN			
l. Has the waste been treated?			
Don't know			
YES			
NO			
I confirm that, to the best of my knowledge, the material that I wish to deposit is inert / non-hazardous. I fully understand that your landfill site is not authorised to accept hazardous waste and that, if either by visual inspection or by random sampling, the waste covered by this waste information form exceeds the site limits, I will be responsible for all costs involved in removing or treating the offending material.			
Declaration by: Waste Producer / Carrier (please tick to specify who is making this declaration)			
Signed:		Position	
Print full name		Date:	
FOR RJPH USE ONLY:			
Date Rec'd:		Checked by:	

e. Note that no Hazardous Waste is accepted into Garth Isaf Farm and material marked as Hazardous will be automatically rejected.
g. No waste containing invasive plants is accepted into Garth Isaf Farm and it is a criminal offence to distribute plants such as Japanese Knotweed.
j. Where there is no chemical analysis available, there is a limit of 50 tonnes for waste brought in against this Waste Information Form unless full documentation regarding site history is produced or if no analysis is available.

QMS APPENDIX A – RJPH WASTE INFORMATION FORM – CURRENT MARCH 2018

2 of 2

Waste Information Form

Notes for completion of the Waste Information Form

- Waste Producer and Waste Carrier – ensure these boxes are filled in and correct names & numbers are provided so that we may contact you if necessary. Please tick the appropriate box for the person completing the form.
- Volume of waste – this information must be included in order to assess whether sufficient analytical information is provided for the volume of waste concerned. Please indicate whether your estimate is waste on the lorry or in stockpile (loose) or waste in the ground (solid), by deleting the word that does not apply.
- Address of Source of Waste – this information must be provided in as much detail as possible, e.g. site name, road name, town name and post code.
- Process from which the waste arises – e.g. 'construction' or 'demolition' or 'reject product' etc.
- Standard Industry Classification Code – This is a code used by Government to classify business establishments. The code to be used applies to the process producing the waste. In most cases, wastes on the 'approved list' will arise during site preparation (site clearance, demolition etc.) and so will have the site preparation code 43.12. In cases where this code does not apply the waste producer should refer to the National Statistics publication 'UK Standard Industrial Classification of Economic Activities 2007'. This document is available on the Internet at the following address
http://www.statistics.gov.uk/methods_quality/sic/downloads/SIC2007explanatorynotes.pdf
- Description of Waste – this section must be completed as fully as possible. A broad description such as 'muck' or 'earth' is NOT acceptable. If the waste is likely to contain soils, bricks, concrete, weathered tarmac etc., this information must be provided on the form. The description should also include anything unusual such as a distinctive smell. If the person completing the form cannot provide an adequate description, then the Waste Producer should be consulted for this information. It may also be helpful to refer to any Site Investigation Report and/or borehole or trench hole logs (if they are available) which should provide a good description of the likely types of waste present.

In addition to a description of the waste, the law requires that the List of Waste (LoW) Code (formerly the European Waste Catalogue (EWC) Code) be provided. Please fill in the code overleaf that corresponds to your waste in the table below.

LoW Code	Waste Description	Exclusions
17 01 01	Concrete	Must not include concrete slurry
17 01 02	Bricks	
17 01 03	Tiles and ceramics	
17 01 07	Mixture of concrete, bricks, tiles and ceramics	Other than those mentioned in 17 01 06
17 03 02	Bituminous mixtures – from the repair and refurbishment of the asphalt layers of roads and other paved areas.	Must not include coal tar Must not include freshly mixed bituminous mixtures
17 05 04	Soil and stones other than those mentioned in 17 05 03	Must not contain any contaminated soil or stone from contaminated sites
20 02 02	Garden and park wastes (including cemetery wastes) – soil and stones	Must not contain contaminated stones from garden or parks waste

- Details of Existing and/or Previous Site Use – This is one of the most important sections of the form. The Waste Producer and/or Waste Carrier must consult the site investigation reports (if available) for historical information and summarise it on the form (or attach the information to the WIF). If there has been no site investigation, then historical information may be gleaned from the local library or discussion with local residents.
- Is the waste being generated as a result of Site Decontamination Works? – If the person completing this form is not the waste producer then contact him for assistance with historical information.
- Site Visit/Inspection by RJPH – If a member of RJPH staff has visited site to assess whether the waste would be suitable for Garth Isaf Farm please indicate accordingly.
- Other Information – If the completed form indicates that site investigations, borehole reports or chemical analyses are available but have not been provided with the form the waste will be rejected until such information is provided.
- Proposed Disposal Site – RJPH operate the Garth Isaf Farm facility.
- Will the waste have been treated? – From 30th October 2007 the Landfill Regulations require all waste to be treated prior to disposal. This might involve crushing or screening of the waste for example. If it is not technically feasible to treat the waste – perhaps because of its clay content, then the law makes provision for this, but the WIF must contain a statement why treatment is not possible and the waste producer must sign it to confirm that this is the case. If the waste is treatable but the producer is unable to do so because of lack of facilities, then RJPH may be able to treat the waste at additional cost.

QMS APPENDIX B – RJPH WASTE TRANSFER NOTE – CURRENT MARCH 2018



Waste/Transfer Note

Office: 01443 203276

Mobile: 07831 534161

66234

DATE: NO:

CUSTOMER:

LOADING SITE:

DELIVERY SITE:

SITE LICENCE NO: SIGN (TIP):

DESCRIPTION OF MATERIAL:

NO. OF LOADS: GROSS WEIGHT

VEHICLE: TARE WEIGHT

VEHICLE REG. NO: NETT WEIGHT

HOW IS THE WASTE CONTAINED? ☐ LOOSE ☐ SACKS ☐ SKIP

☐ OTHER:

DRIVER NAME: TIME START:

MATERIAL CODE

BREAK:

17-01-01 CONCRETE TIME FINISH:

17-01-02 BRICKS TRAVEL TIME:

17-05-04 SOIL + STONES / MUCK TOTAL TIME:

Time and hours shown are correct and accepted by Hirer

Signature:

Customer/Disposer

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011.

Environmental Protection Act 1990 Section 34: Duty of Care
Controlled Waste Transfer Note Registered Carrier CB/FE5158EW



INVESTORS
IN PEOPLE | BUDDSODDWYR
MEWN POBL

QMS APPENDIX C – EXAMPLE OF RJPH DUTY OF CARE TRACKER – CURRENT MARCH 2018

Load Nr	Day	Date	Reg Nr	Driver	Ticket	EWC Code	Producer	Source	Post Code	Tip	WIF Ref	Tonnes
1	Monday	30/7/18	CN16GDE	Dai	70278	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
2	Monday	30/7/18	CN18VCY	Dai	70596	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
3	Monday	30/7/18	CN18VCY	Dai	70597	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
4	Monday	30/7/18	CN18VCY	Dai	70598	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
5	Monday	30/7/18	CN18VCY	Dai	70599	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
6	Monday	30/7/18	CN18VCY	Dai	70600	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
7	Monday	30/7/18	CN18VCY	Dai	69501	17.05.04	ET + I Evans	Tonypandy	CF40 2JQ	Garth Isaf	18/062	15
8	Tuesday	31/7/18	CN16JYB	Dean	34869	17.05.05	ET + I Evans	Trealaw	CF40 2JQ	Garth Isaf	18/063	15
9	Tuesday	31/7/18	CN16JYB	Dean	40449	17.05.06	ET + I Evans	Trealaw	CF40 2JQ	Garth Isaf	18/063	15
10	Tuesday	31/7/18	CN16JYB	Dean	38973	17.05.07	ET + I Evans	Trealaw	CF40 2JQ	Garth Isaf	18/063	15
11	Monday	2/7/18	CN13NKA	Mark	70522	17.05.04	Lewis	Ferndale	CF43 4AB	Garth Isaf	14501	15
12	Monday	2/7/18	CN13NKA	Mark	70523	17.05.04	Lewis	Ferndale	CF43 4AB	Garth Isaf	14501	15
13	Monday	2/7/18	CN13NKA	Mark	70524	17.05.04	Lewis	Ferndale	CF43 4AB	Garth Isaf	14501	15
14	Monday	2/7/18	CN16GDE	Dai	69865	17.05.04	Lewis	Ferndale	CF43 4AB	Garth Isaf	14501	15
15	Monday	2/7/18	CN16GDE	Dai	69866	17.05.04	Lewis	Ferndale	CF43 4AB	Garth Isaf	14501	15

QMS APPENDIX D – RJPH NON-CORMANCE REPORT – CURRENT MARCH 2018

NCR No

Date

Location	Audit No
Procedure	Auditor
PTL	Waste Management/Testing Laboratory

Reason for NCR	1 Processing Error	2 Equipment Breakdown	3 Other
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Details of Problem (Add further notes overleaf if required)

Details of Further Action to be taken
 Investigate to determine root cause () Further training with staff / operatives ()
 Change Procedure () Analysis at management review () Departure ()

Following persons have been informed
☐ QM ☐ PTL ☐ Testing Technician

Corrective Action Required

Date for completion

Preventative Action Required

Date for completion

Person Responsible / Date	Approved QM / Date
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