



Operation and Maintenance Daily Check Sheet Biffa Waste Services Limited					
COTC		Date		Time	
Weather					

Site Wide Inspections	Condition		Comments and Corrective Action
	Last check	This check	
	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/>	
<p>Dust</p> <p>Visually inspect the site for evidence of dust accumulation (on surfaces/plant) and generation (from vehicle/waste movements)</p> <p>Is there any visible evidence of dust buildup on vehicle/hard standing surfaces?</p>			
<p>Odour</p> <p>Undertake olfactory monitoring (sniff test) for odour around the site boundary, at surface water discharge point and next to waste stockpiles.</p> <p>Record any identified odours, their intensity, their location on-site and their source</p> <p><b>Note: Odour monitoring procedure and Odour intensity scale are included overleaf for reference</b></p>			
<p>Litter</p> <p>Inspect the site for evidence of litter (operational areas and surrounding fence line)</p>			



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	<input type="checkbox"/>	<input type="checkbox"/> /	
Noise  During site inspection listen for any elevated/unusual noises  Record any identified noises above background levels, their location on site and their source			
Scavengers, Insects and Other Pests  Inspect the site for signs of infestation or attracting scavengers			

**Odour Monitoring Procedure:**

1. The duration spent at each monitoring locations should be a minimum of 1 minute;
2. Continue to breathe normally during inspection;
3. During this time undertaken assessments for the other listed site wide inspection aspects (dust, litter, noise and scavenger, insects and other pests) and record any comments.

**Odour Intensity Scale:**

0. No detectable odour
1. Very faint odour (only just detectable)
2. Faint odour (barely detectable, need to stand still and inhale facing into the wind)
3. Distinct odour (detected while walking and breathing normally)
4. Strong odour (easily detected while walking and breathing normally, possibly offensive)
5. Very strong odour (bearable, but offensive)
6. Extremely strong odour (not bearable)



Area Inspected	Condition		Comments and Corrective Action
	Last check	This check	
	<input type="checkbox"/>	<input type="checkbox"/> / <input type="checkbox"/>	
Internal Access Routes Inspect access routes for wear and cracks. Also inspect for litter and dust.			
Weighbridge Check for wear.			
Concrete, Tarmac and Hardstanding Surfacing Inspect impermeable surfaces for wear and cracks.			
General Drainage Check for wear and blockages.			
Quarantine Area Check for wear and cracks.			
Materials Storage Areas (Pre and Post Treatment) Check bays for wear and damage. Check not overfilled.			
Container Storage (if appropriate)			
Waste Vehicle Parking Inspect impermeable surfaces for wear and cracks.			



Area Inspected	Condition		Comments and Corrective Action
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Mobile (Materials Handling) and Static Plant  Inspect for damage/leaks before and after use.			
Fuel Storage Tanks and Bunding Systems  Check for potential leaks, cracks and holes.			
Weighbridge Office  Check for defects.			
Staff Vehicle Parking  Inspect impermeable surfaces for wear and cracks.			
General Tools/Equipment  Inspect for defects before and after use			
Safety Equipment  Check for defects.			
Security – Fence line, CCTV and access gates  Check for damages			