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First Inspection Checklist

Topics for regulatory officers to discuss with operator on first site inspection of a newly permitted waste operation (internal document only)

*Save a completed copy in the DMS site folder

Environmental Permit number (EPR): BB39912K

Operator: RLF ECO SERVICES LTD.

Site contact: Mark Easton

Date of inspection: 13 APRIL 2021

Officers Name: Alex Bowder - Senior Environment Officer

Topic	Officer Initials	Comments/actions
Technical guidance – How to comply with your Environmental Permit (include any sector specific guidance – TGNs etc)	AB	✓
Environmental Management System – obtain a copy, is it sufficient? (see guidance in how to comply) and specific guidance produced on waste storage.	AB	Explained the purpose of the document. Latest version to be sent to officer
Technical competence – obtain copies of certificates, discuss continuing competency, presence on site etc.	AB	WAMITAB completed in Dec 2020. Image of certificate taken
Waste Returns – frequency, format, EWC codes, our escalation system etc.	AB	Explained – Quarterly – even if for a null return
Compliance/CCS scores – how non compliances affect subsistence. See overleaf*	AB	Explained – Category 1-4 breaches
Compliance Assessment Report – Go over the CAR (use the NRW CAR guidance to help you) explain and discuss enforcement options that we can use e.g. notices etc	AB	✓
Public Register – explain what documents are held	AB	✓
Duty of Care – explain requirements, including waste hierarchy, SIC, adequate written description of actual waste with EWC.	AB	✓
Hazardous Waste Regulations – explain the requirements as a producer and a consignee. If a consignee the need to submit returns to us and producer returns	AB	✓



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Other topics stated within permit – Site drainage Monitoring requirements Incident management	AB	Drainage Plan to be sent to confirm infrastructure
Making changes to permit , i.e. variation, transfer, TCM, company details etc.	AB	✓
Sector specific topics , e.g. ELV Regs 2003, bioaerosol risk management, odour management etc.	AB	✓
Fire Prevention and Mitigation Plan (FPMP) Applicable to waste operations who store and treat combustible waste – see FPMP guidance on NRW website. Regulating officer to ensure the FPMP has been assessed using the FPMP assessment checklist on the Improving Compliance Group DMS folder and the FPMP is being implemented on site.	AB	Potentially drafted by consultant.
Landowner/leasing agent details Obtain full contact details of the landowner and/or leasing agents details for the land. Establish if the operator has notified the landowner that a waste operation has been permitted on the land. Ensure a copy of the first CAR and details of where the permit can be viewed by the landowner. Send a copy of the notification letter to the landowner including a copy of the CAR form.	AB	Operator in contact with the landowner. CAR Form will be sent.

Operator confirmation that all topics were discussed and understood

(Initials/signature) of operator : ME

Print Name of Operator : MARK EASTON

Signature of Environment Officer: Alex Bowder

Print Name of Environment Officer: Alex BOWDER

Notes:

* How CCS scores affect subsistence charges

CCS Category	Description	Score
1	Breach with a potentially major environmental effect	60
2	Breach with a potentially significant environmental effect	31
3	Breach with a potentially minor environmental effect	4
4	Breach with no potential environmental effect	0.1

Accumulation of scores over a compliance calendar year:

OPRA band	A	B	C	D	E	F
CCS points	0	>0-10	10.1-30	30.1-60	60.1-149.9	150 plus
Fee payable	95%	100%	110%	200%	300%	500%
Example fee (£1000/yr)	£950	£1000	£1100	£2000	£3000	£5000

Note: Ensure that you have consulted NRW Fees and Charges scheme for any updates to %